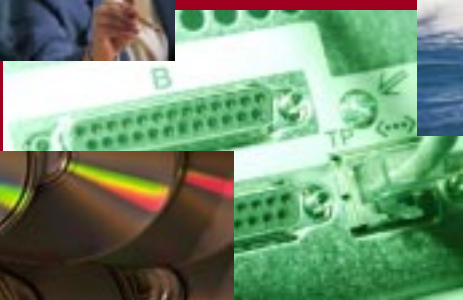


Orange County Occupational Outlook 2003



2003 *Orange County Occupational Outlook*

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Orange County Workforce Investment Board

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Occupational
Outlook Reports
Provide
Reliable Local

LABOR MARKET INFORMATION

Orange County's Top Ten Industry Clusters

- ❖ **Biomedical**
- ❖ **Business & Professional Services**
- ❖ **Communications**
- ❖ **Computer Hardware**
- ❖ **Computer Software**
- ❖ **Construction**
- ❖ **Defense/Aerospace**
- ❖ **Energy & Environment**
- ❖ **Health Services**
- ❖ **Tourism**



Orange County
Workforce Investment Board

Orange County Workforce Investment Board

OVERVIEW

Orange County Board of Supervisors and the Orange County Workforce Investment Board (OCWIB) in partnership with the State Employment Development Department's Labor Market Information Division sponsor the Occupational Outlook Report. The Workforce Investment Board (WIB) is appointed by the Board of Supervisors under the provisions of the federal Workforce Investment Act of 1998 (WIA). According to the terms of the Act, membership on the WIB must include a majority of business representatives, education providers,

labor organizations, community-based organizations-including those serving disabled individuals and veterans, economic development agencies and One-Stop program partners.

Orange County's workforce system, under the WIA, is now locally planned, managed, and administered by the Workforce Investment Board.

Orange County Profile

POPULATION

Orange County is second only to Los Angeles County in population. According to the Department of Finance's population estimates, the County's population exceeds 2.9 million. This represents a gain of 48,300 persons over the 2002 estimates. The cities of Irvine, Newport Beach, and San Clemente recorded the highest growth rates increasing their population by more than 5 percent. By the year 2020, population projections estimate Orange County will grow to 3.5 million.



EMPLOYMENT

The County's civilian labor force continues to gain, totaling 1.5 million in 2002. Ten percent of Orange County's labor market is self-employed. Overall employment is expected to increase 23% over the next ten years. The unemployment rate for December 2003 was 3.2. This compares with a State unemployment rate of 6.7%.

According to the Employment Development Department (EDD), Orange County's largest industrial employers are trade, transportation and utilities, professional and business services, and manufacturing. Of these, trade, and transportation and utilities are the largest employers, accounting for 18.6 percent of the County's total employment. Within the trade industry, most of the jobs are in retail trade (152,400) as well as wholesale trade (81,300). Professional and business services provide

17.7% of all employment (close to 250,000 jobs); almost half of these are in administrative and support services.

Manufacturing is the third largest industry employer, providing 13.5 percent of all employment. The total number of jobs in 2002 declined by 18,500, to a total of 190,000. Durable goods manufacturing recorded the greatest job loss (14,800 jobs) with the majority of the loss occurring in computer and electronic products manufacturing.

Orange County's fastest growing industries include: construction, leisure and hospitality,

and agriculture. Construction gained 13,900 jobs from 1998 to 2002 for a growth of more than 21 percent. Most of the growth has been in the specialty trade contractors' component, with added almost 12,000 new jobs during this period.

New jobs in the leisure and hospitality industry have grown by more than 18 percent since 1998. The 2002 em-

ployment of 156,400 is an increase of 24,500 jobs over 198 totals. Agriculture provides only 0.5 percent of all employment in Orange County, however the industry gained 600 new jobs in 2002 and has added a total of 1,100 new jobs since 1998.

ORANGE COUNTY INDUSTRY TRENDS AND OUTLOOK 2001 — 2008

The Employment Development has released new industry projections by county for the period 2001 — 2008. All major industry divisions will see growth except mining, the County's smallest industry. EDD projects that nonfarm employment in Orange County will grow by 214,900 jobs from 1,418,300 to 1,633,200 or 15.2 percent during the forecast period.

Services, the largest industry division in Orange County, will grow by 98,200 jobs or nearly 48 percent of all job growth.

- ❖ Business services will grow by 41,900 new jobs, led by advances in personnel supply, temporary help services, and increased demand for computer programming, and computer related services;
- ❖ Health services up by 14,200 new jobs;
- ❖ Engineering and management services up by 11,500 new jobs; and,
- ❖ Other services will be up by 14,700 new jobs.

Trade will grow by 44,300 new jobs as retail trade gains 29,550 and wholesale trade gains 15,800 jobs. Retail will see expansion in all segments of this division, with eating and drinking places leading with 13,800 additional jobs. In wholesale trade, durable goods will add 11,200 jobs and 4,700 additional payroll jobs are anticipated in nondurable goods.

Manufacturing employment will increase by 23,900 jobs, mostly in the durable goods category, which will add 17,800 new jobs.

- ❖ Electronic equipment manufacturing will be up by 4,700 new jobs;
- ❖ Transportation equipment up by 3,700 jobs;

- ❖ Instruments and related manufacturing products will be up 3,400 new jobs.

The nondurable good category should add 6,200 jobs mostly concentrated in the textile mill products and apparel and paper, printing and publishing groups.

Government employment will expand by 15,200 jobs. The local education sector of government, will account for the majority of the increase by adding 9,500 new jobs.

Finance, insurance, and real estate employment will expand by 13,700 new jobs. Finance, the largest group in this industry division, will gain 5,300 jobs. The real estate group will add 4,700 jobs as the construction industry continues to expand. The insurance sector should expand by 3,600 payroll jobs.

Construction will increase by 12,300 jobs. Demand for construction workers will increase in both residential and commercial building. Special trade contractors (plumbing, painting, electrical work, carpentry, and an array of construction specialties) will account for most of the gain with 9,200 jobs.

Transportation and public utilities should increase by 6,100 jobs, with more than half the gain, 3,800 jobs, in the transportation sector. The remaining growth will come from communications and public utilities.

Mining employment will remain steady at the 2001 level of 600 jobs.

Orange County 2003 State of the Workforce

In this past year, the Orange County Workforce Investment Board commissioned the Orange County Business Council (OCBC) to create the second annual State of the County Workforce publication. The OCBC determined that Orange County is continuing to undergo a profound change as any in its history—the transformation from a diverse manufacturing economy to a diverse high-tech, knowledge intensive economy. “A high-quality education and training system, a skilled workforce, and creative innovation are the keys to ensuring our region’s future economic success.”

The previous State of the County Workforce report emphasized that rapid change, global markets, the continual need for innovation, and rapid growth of new technology throughout Orange County industries and occupations will characterize the new economy. The general conclusions of the report are:

- ❖ The need for a more technically skilled workforce.
- ❖ Increased emphasis on science, math, and computer skills in K-12 education.
- ❖ An increasing reliance on knowledge and skills rather than unskilled, routine tasks.
- ❖ Increasing wealth opportunities for wealth creation and prosperity for Orange County residents.
- ❖ Promotion of the need to continuously evolve a career with new skills and additional training, retraining in the form of life-long learning.
- ❖ Increased reliance on professional, managerial, and executive workers.
- ❖ Increased need for R&D, creative, and design occupations.

The 2003 State of the Workforce report concluded that Orange County (OC) is facing significant challenges:

1. Low-educated workers’ comprise a very substantial amount of the available workforce. US Census Data indicates that 25 percent of OC residents 25 years of age and older have less than a high school diploma. In the City of Santa Ana, the percentage of adults with less than a high school diploma is 56 percent. Lacking the basic education to participate in the ongoing training and skills development that is now needed, these workers will not be able to provide the output that business will require for the Orange County economy to continue to grow.

2. Technical workers are in inadequate supply to support the growing high-tech industries in the County. As well, the research indicates that technical workers in general and specifically those related to Computer Support are not being developed in adequate numbers. Demand for workers at the technical level in IT and may other industries have been filled recently by H1-B (foreign) visa acquisition. In the current geopolitical environment, it is a difficult proposition to rely on this source of workers for this or any other category.
3. Insufficient numbers of students are receiving preparation in science and mathematics that will enable them to fill the demand for technical, professional, and managerial careers in the high-tech growth areas of the County. This threatens the economic viability of these key growth industries.
4. Business and industry have no easy, formal, or objective way to provide the information, education, and training providers require assuring that programs match needs.

To read the entire Orange County 2003 State of the Workforce report, visit the OCWIB web site at <http://www.ocwib.org/>, click on Labor Market Information, then click on Workforce Indicator Report.

For more information on Industry Clusters or other workforce indicators, or to read the entire Orange County Workforce Indicators Report 2003 visit the OCWIB web site at:

<http://www.ocwib.org>

Select Skills Required for Top Orange County Growth Occupations, Identified by Cluster

Source: Orange County Business Council Analysis

CLUSTER	OCCUPATION & SKILLS NEEDED		
Biomedical	Assembler, Fabricator Information Ordering Problem Sensitivity Visualization	Assembler Precision Written Comprehension Visualization Information Ordering	Sales Rep's, Medical Oral Expression Oral Comprehension Written Comprehension
Business & Professional Services	Guard Oral Expression Oral Comprehension Problem Sensitivity	Hand Packager Operation and Control Writing Reading Comprehension	Billing & Account Controller Number Facility Oral Comprehension Oral Expression
Communications	Telephone & Cable Installer Installation Repairing Troubleshooting	Sales Oral Expression Speech Clarity Oral Comprehension	Systems Analyst Reading Comprehension Programming Troubleshooting
Computer Hardware	Systems Analyst Reading Comprehension Programming Troubleshooting	Electrical/Electronic Engineer Mathematics Science Reading Comprehension	Engraving & Printing Workers - Hand Information Ordering Control Precision Visualization
Computer Software	Systems Analyst Reading Comprehension Programming Troubleshooting	Computer Support Specialist Instructing Operations Analysis Testing	Computer Engineer Operations Analysis Mathematics Science
Construction	Plasterers & Stucco Masons Manual Dexterity Information Ordering Deductive Reasoning	Carpenter Installation Product Inspection Equipment Selection	Painters & Paperhangers Construction Static Strength Oral Comprehension Information Ordering
Defense / Aerospace	Machinist Visualization Control Precision Written Comprehension	Assembler / Fabricator Information Ordering Problem Sensitivity Visualization	Hand Worker Manual Dexterity Static Strength Information Ordering
Energy & Environment	Assembler - Precision Written Comprehension Visualization Information Ordering	Assembler Fabricator Information Ordering Problem Sensitivity Visualization	General Managers & Top Executives Coordination Judgment and Decision Making Systems Perception
Health Services	Registered Nurse Speaking Service Orientation Reading Comprehension	Medical Assistant Service Orientation Writing Active Listening	Dental Assistant Oral Expression Oral Comprehension Written Comprehension
Tourism	Waiters & Waitresses Service Orientation Active Listening Speaking	Combined Food Preparation & Service Workers Active Listening Service Orientation Social Perceptiveness	Cook - Restaurant Information Ordering Memorization Written Comprehension

Introduction to the 2003 Occupational Outlook

The 2003 Occupational Outlook for Orange County is the result of a collaborative effort between the Orange County Board of Supervisors, the Orange County Workforce Investment Board, the State of California Employment Development Department, Labor Market Information Division (EDD/LMID), and the California Cooperative Occupational Information System (CCOIS). The EDD/LMID and the Orange County Workforce Investment Act (WIA) funds, as administered by the Orange County Board of Supervisors provided the funding for this report. At the state level, the Employment Development

Department administers the CCOIS under the advisement and policy guidance of the California Career Resource Network (CalCRN).

Since 1990, the County of Orange has been providing this information under the CCOIS. In the past decade, labor market information has been obtained on 200 occupations through confidential surveys of over 4,000 local employers. The Occupational Outlook is the primary source of local, in-depth, and up-to-date occupational information. The occupations selected for the current 2003 survey are based upon the 1999 - 2006 Occupational Projections provided by the EDD for Orange County as well as the growth occupations by Cluster identified by the OCWIB.

PROGRAM GOAL

The Occupational Outlook Report is an important component of the Workforce Investment System. By providing current, local, and detailed labor market information for educators, job seekers, training providers and employers, the labor needs of Orange County's employers will be more closely matched with the skills of job seekers.

THE OCCUPATIONAL PROFILES

The occupational profiles contain descriptive and statistical occupational information, including data obtained through confidential surveys with Orange County employers. All persons having access to the data are required to sign a confidentiality agreement. The profiles are in alphabetical order by occupation title and year. Detailed information includes: occupation description; wages & fringe benefits; employer requirements including training and work experience; skill requirements; employment trends, and training information is provided for each occupation profiled in this report.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed here.

❖ **Career Decisions** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized

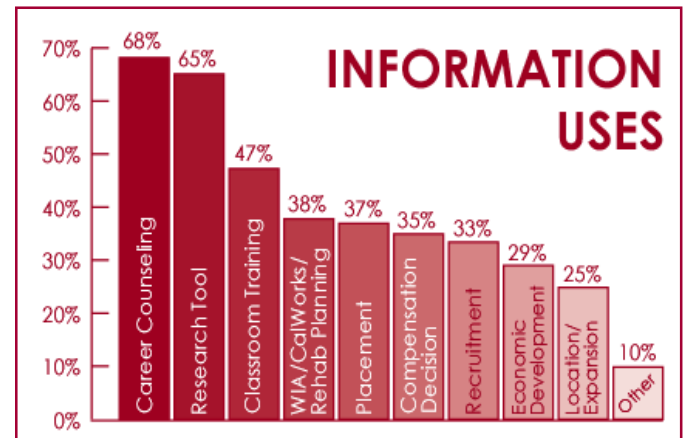
information is easy to read and includes employer preferences or requirements, wages, occupational demand, and sources of employment and training.

- ❖ **Program Planning** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, or eliminate existing programs, or to plan new programs.
- ❖ **Curriculum Design** Training providers can assess and update their curriculum based upon current employer needs and projected trends, which are indicated in this report.
- ❖ **Economic Development** Local government agencies and economic development organizations will find labor pool information such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.

❖ **Program Marketing** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local occupational data.

❖ **Human Resource Management** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Information contained in the Occupational Profiles section of this report, unless otherwise noted, applies specifically to Orange County.



CALIFORNIA TRAINING & EDUCATION PROVIDERS (CTEP)

The 2003 Occupational Outlook Report (OOR) for Orange County continues to provide an expanded listing of the providers offering courses related to the occupations surveyed. A listing of schools and training providers located in Orange County which includes providers not listed in the OOR Training Directory may be found by accessing the CTEP Training Directory located on the Internet at www.soicc.ca.gov/ctep/. The CTEP is updated annually, however, changes in phone numbers or programs offered may occur after the update has been completed. The reader is urged to contact the school directly for specific education or training information. Inclusion in the CTEP Training Directory does not constitute the Employment Development Department's (EDD) or the Orange County Workforce Investment Board's endorsement of a provider's program or the quality of its services, nor does exclusion imply an unfavorable judgement of the contribution a provider may be making to the community.

Colleges and Universities, University Extensions, Community Colleges and Community College Districts, Regional Occupational Programs (ROPs), Adult Education Programs, and private training providers are listed alphabetically. Together, these providers offer almost all of the necessary certificate or degree programs to prepare an individual for entry into a new occupation. The following offers a brief description of each of the five educational and training categories:

❖ **Colleges and Universities** may either be public or privately funded. Coursework offered generally is

extensive and in-depth leading to a 4-Year Degree. Post-Graduate coursework is often available leading to a Masters Degree and Ph.D. Entrance requirements are usually higher than Community Colleges.

❖ **University Extensions** generally do not provide degrees, but instead offer certificate programs, conferences and seminars, technical classes, and short courses for continuing education.

❖ **Community Colleges** are publicly funded and generally offer remedial and basic college-level courses; continuing education courses; vocational/technical certificate programs, and 2-Year Associate Degrees. Many of the courses offered are transferable to a 4-Year College and count towards the total number of units required to obtain a Bachelors Degree. Courses are often less expensive than those offered at a 4-Year College or University.

❖ **Regional Occupational Programs (ROP)** are certificate training programs offered by public schools statewide to high school students (age 16 or older) and adults. They offer more than 100 different career preparation courses within five career pathway areas: Business Office/Marketing, Industrial & Technical, Health, Consumer Homemaking/Home Economics, and Agriculture. Certificate programs are generally low-cost and rarely last more than one year.

The 2003 Occupational Outlook Report for Orange County includes an expanded listing of the providers offering courses related to the occupations surveyed.

- ❖ **Adult Education Programs** are offered to adults and located within public schools. Basic education, literacy programs, continuing education classes and vocational training are generally low-cost and rarely last more than one year. Most programs offer a General Education Diploma (GED), which *may* be substituted for a high school diploma – an important credential for job seekers.
- ❖ **Private Training Providers** are required to be approved by the California Bureau for Private Postsecondary and Vocational Education (BPPVE). Courses and fees vary considerably; therefore, it is suggested that the prospective student contact the school directly to determine the validity of the programs offered in meeting the student's career goals.

Additional information regarding job profiles and training may be accessed through the EDD's California Career & Training Information System – CaCTIS web site at <http://www.cactis.ca.gov>. CaCTIS is a Joint Project between the California Career Resource Network and the Labor Market Information Division of the Employment Development Department.

STATE & FEDERAL LEGISLATIVE MANDATES

The occupations surveyed under the CCOIS over the past decade present a comprehensive, longitudinal study of the evolution of Orange County's labor market. The coordination of the program at the State level allows economists, planners and others to view the labor markets region by region or the State as a whole, using locally acquired data. The labor market information provided in the Occupational Outlook Report meets the requirements of federal and State legislation including:

- ❖ Workforce Investment Act of 1998 (WIA)
- ❖ Carl D. Perkins Vocational and Applied Technology Education Act
- ❖ California's Family Economic Security Act (FESA)
- ❖ California Education Code (ROC/P and Community Colleges)
- ❖ Wagner-Peyser Act
- ❖ Welfare to Work Act of 1997 (CalWORKS)

Guide to the Occupational Profiles

The 2001, 2002, and 2003 Occupational Profiles are organized by year beginning with the current year. Although there were minor modifications to the format in which the data was presented, and some data categories were added or eliminated, the basic information described in this section remains the same for all three years.

TITLES & JOB DESCRIPTIONS

For the years 2001 and 2002, occupation titles and job descriptions are listed alphabetically by either their 6-digit Occupational Employment Statistics (OES) classification number, developed by the U.S. Department of Labor, or by a 9-digit Non-OES classification number. The OES classification system produces employment and wage estimates for over 700 "standard occupations" and is closely related to the other sources of occupational data at the State and national levels. Non-OES classified occupations or "non-standard occupations"

generally represent emerging occupations not identified or categorized by the OES classification system. Non-OES classified occupations may not be directly comparable across locations and, therefore, are not included in employment projections.

Beginning in the year 2003, the occupations are classified according to the Standard Occupations Classification (SOC) System. The system was developed by the Bureau of Labor Statistics through a cooperative effort of all federal agencies that use occupational classification systems in response to a growing need for a universal occupational classification system. Such a system would allow government agencies and private industry to produce comparable data. All workers are classified into one of over 820 occupations according to their occupational definition. Occupations are combined to form 23 major groups, 96 minor groups, and 449 broad occupations. Each broad occupation includes detailed occupation(s) requiring similar job duties, skills, education, or experience.

WAGES & BENEFITS

Wages included in this report are hourly rates paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Commissions reported by some employers are converted into hourly rates and are considered as a different form of compensation paid in addition to basic wages. Although wage data are shown to the nearest whole number, this should not be interpreted as an indication of precision (ranges are considered to be representative). In some cases, entry-level wages may be higher than wages paid to experienced employees as a result of contracted amounts, fringe benefits, or a majority of the employers surveyed reporting they do not hire entry level personnel. The data enable comparison of salary ranges across occupations; however, the data are not intended to represent *official* prevailing wages. Union and non-union wages are reported separately if the percent of union employers is less than 80% or greater than 20%. Wage data were collected during the time period November 3, 2003 to January 31, 2004, and reflect the following definitions:

- ❖ **New Hires, Inexperienced:** Persons trained or otherwise qualified, but without paid experience in the occupation.
- ❖ **New Hires, Experienced:** Wages paid to journey-level or experienced persons just starting at the firm.
- ❖ **3+ Years With Firm:** Wages generally paid to persons with more than three years' journey-level experience at the firm.

The benefit information was obtained from employer survey results. The data was provided by employers responding to the benefits questions and may not represent all the employers surveyed. All data is based on full time employment and the percentage of employers responding to the questions.

EMPLOYER REQUIREMENTS

This section indicates the employer's requirements for training and work experience, education, and skills. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

Education of Recent Hires - While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job du-

ties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in the report.

When reference is made to "All, Almost all, Most, Many, Some, or Few" of the survey respondents, the following guidelines apply:

All employers	= 100%
Almost all employers	= 80% up to but not including 100%
Most employers	= 60% up to but not including 80%
Many employers	= 40% up to but not including 60%
Some employers	= 20% up to but not including 40%
Few employers	= less than 20%

The actual percentages are indicated for the occupations surveyed in 2003

Skills, Licenses and Other Requirements provide more detailed information regarding actual characteristics of the occupation.

EMPLOYMENT TERMS

The terms presented in this section of the report refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. This section is useful to students and job seekers in determining the probable degree of difficulty in obtaining employment in the occupation. The terms used in describing the local supply and demand situation found in the area for the current OOR are defined as:

- ❖ **Very Difficult:** Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Weighted Average is 3.00 through 4.00.
- ❖ **Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Weighted Average is 2.00 to but not including 3.00.
- ❖ **Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Weighted Average is 1.00 to but not including 2.00.

The **Turnover Rate** refers to employees hired to fill vacancies created by employees leaving and those promoted. The turnover rate does not include new positions created as a result of growth. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations rather than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

Recruitment Methods are shown to aid the job seekers in determining the best approach to use for seeking employment in the particular occupation.

Other information that may be listed here includes employers who will promote from within the organization, union affiliation, work patterns, and, if indicated by the employers, emerging occupations.

The terms used to describe the size of a particular occupation refer to the estimated number of workers in the occupation in Orange County. For the years 2001 and 2002, occupational size in Orange County for the period 1999 – 2006 is described using the following scale:

Small	-	Less than 2,175
Medium	-	2,175 to 4,348
Large	-	4,349 to 9,422
Very Large	-	9,423 and above

For the current survey year, 2003, the occupational size in Orange County is described using the following scale:

Small	-	Less than 2,220
Medium	-	2,220 to 4,438
Large	-	4,439 to 9,617
Very Large	-	9,618 and above

Orange County's Average Job Growth Rate for the period 2001 - 2008 is projected to be 15.2%. This is a decrease from the previous projection period, 1999 - 2006, when, according to the Employment Development Department (EDD), the Average Job Growth Rate was 18.1%. Employers were asked to report if they experienced an increase or decline in the previous 12 months and whether they expect the occupation to increase or decline in the next 2 years. The EDD's projections for the occupation are also provided using the following terms, for comparison:

Much faster than average:

1.50 times average or more

Faster than average:

1.10 to 1.49 times average

Average:

0.90 to 1.09 times average

Slower than average:

0.10 to 0.89 times average

Remain Stable:

0.00 to 0.09 times average

Slow decline:

Less than 0

TRAINING PROVIDERS

Training providers and programs offered are listed for the specific occupation. Training data was collected in the summer and fall of 2001, 2002, and 2003. The validity of this information is based solely on information provided by the training provider. Changes often occur; therefore, users of this information are encouraged to contact the provider directly. Additional Internet training resources are listed including the State Training Inventory, Orangeworks, I-TRAIN and, where appropriate, California Regional Occupational Programs (ROPs).

ACKNOWLEDGEMENTS

The Orange County Workforce Investment Board would like to thank the following entities for their contributions to the 2003 Occupational Outlook Report.

- ❖ The Orange County Board of Supervisors for their continuing dedication to the California Cooperative Occupational Information System and the production of the Occupational Outlook Report for Orange County.
- ❖ The Orange County Workforce Investment Board for its goal of providing current, timely labor market information to local businesses and job seekers.
- ❖ The 1200 Orange County Employers who gave their valuable time and graciously agreed to participate in the Occupational Survey.
- ❖ The Education and Training Providers of Orange County who provided information on training resources for occupations

presented in this report.

- ❖ The Social Science Research Center at California State University, Fullerton, Gregory Robinson, Ph.D., Director, CCOIS Survey Managers Jeff Wood, Emily Parrott, Liz Blancas, Stevon Lewis, and all the survey staff for their professional dedication in conducting over 1200 interviews with the employers and obtaining the data presented in this Report.
- ❖ Keiko Matsushita, EDD/LMID Site Analyst, for her guidance, support and patience with staff in the production of this Report.
- ❖ The EDD/LMID professional staff Richard Holden, Brendan Kelly, Fernando Piña, Diana Portillo, Conrad Gauntlett, and Ann Marshall for their support and dedication to the integrity of the CCOIS and the Occupational Outlook Reports statewide.
- ❖ The readers of this publication who will be the final judge as to its usefulness.



Research Methodology

OCCUPATION SELECTION PROCESS

The Employment Development Department's Labor Market Information Division (EDD/LMID) prepares a forecast of employment trends for occupations in Orange County with 100 or more employees. EDD/LMID projections tables are used as the basis for the occupation selection. For the year 2001, EDD/LMID 1997-2004 occupational projection tables were used. For the years 2002-2003, 1999-2006 projection tables were used. The major criteria for selecting occupations to be surveyed is: a) they cannot have been surveyed in the past 3 years, b) they must have a substantial employment base in Orange County, and c) they must represent varied education and training requirements.

Input for the occupations selected is obtained from the Workforce Investment Board's Labor Market Intelligence Committee. The Committee's recommendations were then forwarded to the full WIB for approval. Representatives from business, labor, education, and government were included in the selection process.

SURVEY SAMPLE SELECTION

After the occupations were selected, EDD/LMID staff created a representative sample of employers for each of the occupations. The sample, selected from a confidential State employer database, was carefully reviewed and employers were contacted to verify company name, address, confirm the existence of the occupation at the company and obtain the name of a contact person. The sample was further refined until an accurate sample of 40 employers for each occupation was obtained.

QUESTIONNAIRE DEVELOPMENT & DATA COLLECTION PROCEDURES

LMID staff developed statewide, standardized questionnaires for the occupations to be surveyed. The questionnaires utilized for the surveys over the past 3 years contained the same basic questions with minor modifications. The Social Science Research Center at California State University Fullerton conducted the surveys for the occupations included in this report.

Employers were contacted by telephone and additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and also to survey 40% of the sample's projected employment size. Response goals are designed to ensure that information is collected from enough firms to include an appropriate number of workers in the occupation and represent all industries that employ significant numbers of workers in the occupation.

All survey data was reviewed for accuracy and completeness. Employers were re-contacted if answers were missing, unclear or conflicted with other answers.

TABULATION & RESULTS

Survey results were entered into a secured database and tabulations were prepared using EDD/LMID software. The tabulations were used to prepare the occupational tables and summarize information on skills needed; education, training and work experience; wages and fringe benefits; projected growth; supply and demand assessment, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

CONFIDENTIALITY

All surveys are confidential and survey data is kept secured to protect the employer's proprietary information. Specific employer information is never divulged and only aggregate data is published.

Occupations Surveyed 1993 - 2003

REPORT YEAR	OCCUPATIONAL TITLES
2001	Accountants and Auditors
2000	Adjustment Clerks
1999	Administrative Assistants
1995, 2003	Administrative Service Managers
1998, 2001	Amusement and Recreational Attendants
1993	Appraisers - Real Estate
1993, 1998	Artists and Related Workers
2001	Assemblers-Electrical & Electronic Equipment-Precision
1998	Assemblers & Fabricators-Except Machine, Electrical, Electronic and Precision
1998	Automotive Body, Related Repairers
1996, 2000	Automotive Mechanics
1997	Bakers - Bread and Pastry
1993, 2000	Bill and Account Collectors
1993	Billing, Posting, Calculating Machine Operators
1999, 2003	Biotechnology Laboratory Assistants
1994, 1997, 2002	Bookkeeping, Accounting and Auditing Clerks
1998	Bus Drivers - School
1995	Cardiology Technologists
1999, 2003	Carpenters
1998	Cashiers
2003	Chefs and Head Cooks
1996, 2003	Chemical Technicians
1997, 2000	Child Care Workers
1993	Chiropractic Assistants
1994	Civil Engineers
1995	Claims Examiners- Property and Casualty Insurance
1995	Compliance Officers and Enforcement Inspectors- Except Construction
1995, 2002	Computer Aided Design (CAD) Technician
1995, 1999	Computer Engineers
1996, 1999, 2003	Computer Programmers, Including Aides
2003	Computer Security Specialists
2003	Computer Software Engineers, Systems Engineers
1997, 2000	Computer Support Specialists
2003	Computer Systems Analysts
2002	Concrete and Terrazzo Finishers
1994	Construction and Building Inspectors
1994	Construction Estimators
2003	Construction Laborers
1998	Construction Managers
1994	Cooks - Institution or Cafeteria
1996, 2002	Cooks - Restaurant
2002	Cooks - Specialty Fast Food
2001	Correction Officers and Jailers



REPORT YEAR	OCCUPATIONAL TITLES
1993, 1999 1994	Counter and Rental Clerks Customer Service Representatives
1995 1994	Data Entry Keyer's - Except Composing Data Processing Equipment Repairers
2001	Database Administrators
1998	Demonstrators and Promoters
1995	Dental Hygienists
2003	Desktop Publishers
1998	Designers - Except Interior Designers
1994	Dispatchers, Except Police, Fire and Ambulance
1994	Drafters
1998	Driver/Sales Workers
1995	Economists, Including Market Research Analysts
1994, 1998	Electrical and Electronic Assemblers
2000	Electrical and Electronic Engineers
1994, 2000	Electrical and Electronic Engineering Technicians and Technologists
2002	Electrical Powerline Installers and Repairers
1998	Electricians
1997	Electronic Home Entertainment Equipment Repairers
1993, 2003	Employment Interviewers - Private or Public
1993	Employee Transportation Coordinators
1999	Engineering, Mathematical, Natural Science Managers
1994	Environmental Engineers
1999	Fiber Optic Technicians
1994, 1999, 2003	Financial Managers
1999	Firefighters
2000	First-Line Supervisors/Managers - Construction Trades & Extractive Workers
2002	First-Line Supervisors/Managers - Mechanics, Installers, and Repairers
2000	First-Line Supervisors/Managers - Production
1993	First-Line Supervisors/Managers - Sales
2001	Fitness / Wellness Coordinators
1996, 1999, 2002	Food Preparation and Service Workers
1996, 2003	Food Service Managers
2001	Foreign Language & Literature Teachers, Postsecondary
1997	Gardeners, Groundskeepers - Except Farm
2000	General Managers, Top Executives
2000	General Office Clerks
2001	Graphic Art Designers
1997, 2002	Guards and Watch Guards
1993, 1996	Hairdresser, Hairstylists and Cosmetologists
1993, 2002	Hand Packers and Packagers
1996	Hazardous Materials and Waste Technicians
1997	Hazardous - Waste Management Specialist
1995, 2001	Heating, Air Conditioning, Refrigeration Mechanics and Installers
1997, 2000	Home Health Care Workers

REPORT YEAR	OCCUPATIONAL TITLES
1994, 1997 2002	Hotel Desk Clerks Human Service Workers
2000 1994 2000 1993, 1997 2000 1994, 1999 1999 2002	Import/Export Specialists Inspectors, Testers & Graders - Precision Instructional Aides Instructional Aides, Clerical Instructors & Coaches, Sports & Physical Training Insurance Adjusters, Examiners & Investigators Insurance Claims Clerks Interior Designers
2000	Janitors, Cleaners - Except Maids & Housekeeping Cleaners
1999 1994 1996 2001 1994 1995 1999	Landscaping & Groundskeeping Laborers Legal Secretaries Licensed Vocational Nurses Loan & Credit Clerks Loan Officers & Counselors Local Area Network (LAN) Managers Lodging Managers
1996, 2001 1998 1998, 2001 1997, 2002 2002 1994, 1999, 2003 1996, 2000 1994, 2001 2002 2002 1996, 2000	Machinists Maids & Housekeeping Cleaners Maintenance Repairers - General Utility Marketing, Advertising & Public Relations Managers Mechanical Engineers Medical Assistants Medical - Clinical Lab Technologists Medical Records Technicians Mechanical Engineers Mobile Heavy Equipment Mechanics - Except Engines Multimedia Software Developers
1997 2002 1993 1993 1999 1995 1997, 2000	Network Control Technicians Network Professionals Network Specialists News & Street Vendors, Telephone Solicitors Numerical-Control, Machine-Tool Operators & Tenders Numerical-Control, Machine-Tool Operators & Tenders - Metal, Plastic Nurse Aides, Orderlies, Attendants
1994, 1999 1995 2001 2003 1993 1993, 1997	Occupational Therapists Operating & Systems Researchers and Analysts - Except Computer Operating Engineers Optical Instrument Assemblers Opticians - Dispensing & Measuring Order Fillers, Wholesale & Retail Trade

REPORT YEAR	OCCUPATIONAL TITLES
1998, 2001	Painters & Paperhangers - Construction & Maintenance
1994, 1997, 2002	Paralegal Personnel
1994	Patient Care Managers
1993	Payroll & Time Keeping Clerks
2002	Personal & Home Care Aides
1995	Personnel, Training, & Labor Relations Managers
1999	Pest Controllers & Pest Control Assistants
2003	Pharmacists
1993	Pharmacy Assistants
1997, 2001	Pharmacy Technicians
1994, 2001	Physician's Assistants
1996	Plastic Molding & Casting Machine Setters, & Set-Up Operators
1998, 2002	Plumbers, Pipefitters, & Steamfitters
1999	Police Patrol Officers
2003	Preschool Teachers, Except Special Education
1996, 2002	Production Inspectors, Testers, Graders, Sorters, Samplers, & Weighers
1992, 1996	Property & Real Estate Managers & Administrators
1995	Purchasing Agents - Securities, Commodities, & Financial Services
1993-96, 2001	Radiological Technologists
1992, 1996, 2002	Receptionists, Information Clerks
1999	Recreation Workers
1997, 2000	Registered Nurses
1994	Reservation & Transportation Ticket Agents
1998	Residential Counselors
2002	Respiratory Care Practitioners
1998	Roofers
1993	Safety Engineers - Except Mining
2002	Sales Agents - Advertising
1995	Sales Agents - Securities, Commodities, & Financial Services
2002	Sales Agents - Selected Business Services
2000	Sales Representatives
1993, 2000	Sales Representatives - Non-Scientific, Except Retail
2000	Sales Representatives - Scientific
1993-96, 2000	Salespersons - Retail, (Non-Vehicle)
2001	Secretaries - Except Legal & Medical
1994	Secretaries - Legal
1996	Secretaries - Medical
1998	Sewing Machine Operators, Garment
1995	Social Workers - Except Medical & Psychiatric
2003	Speech Language Pathologists
1997, 2002	Stock Clerks - Sales Floor
1997, 2002	Stock Clerks - Stockroom, Warehouse, & Storage Yard
1993, 1997	Surgical Technicians
1994	Surveying & Mapping Scientists
1994	Surveying & Mapping Technicians & Technologists
1994, 1999	Systems Analysts, Electronic Data Processing

REPORT YEAR	OCCUPATIONAL TITLES
2000	Teacher Aides, Paraprofessional
1995, 1999	Teachers - Elementary School
1995, 2002	Teachers - Secondary School
1997, 2002	Teachers - Special Education
1998	Teachers - Vocational Education
1998, 2001	Technical Writers
1997	Telecommunications Technicians
1998, 2003	Telemarketers
1995, 2002	Telephone & Cable TV Line Installers & Repairers
2000	Tellers
1996	Tool & Die Makers
1999	Traffic, Shipping, & Receiving Clerks
1996, 2001	Travel Agents
1996, 2001	Truck Drivers, Heavy or Tractor Trailer
1996, 1999	Truck Drivers, Light - Includes Delivery & Route Workers
1996	Typists, Including Word Processing
1998, 2001	Veterinary Assistants
1993	Vocational, Educational Counselors
1998	Waiters & Waitresses
1997, 2001	Welders & Cutters
1994	Welfare Eligibility Workers, Interviewers
1993-97, 2001	Wholesale & Retail Buyers - Except Farm Products
1995	Wholesalers II - International Trade
2002	Writers & Editors

Orange County

Occupational Profiles

Survey Years 2001-2003

ACKNOWLEDGMENT

On behalf of the Orange County Workforce Investment Board, we would like to express our gratitude to the many employers throughout the county for contributing their valuable time and information to this Occupational Outlook Report.

Accountants & Auditors

Employers: 15 ❖ Employees: 74

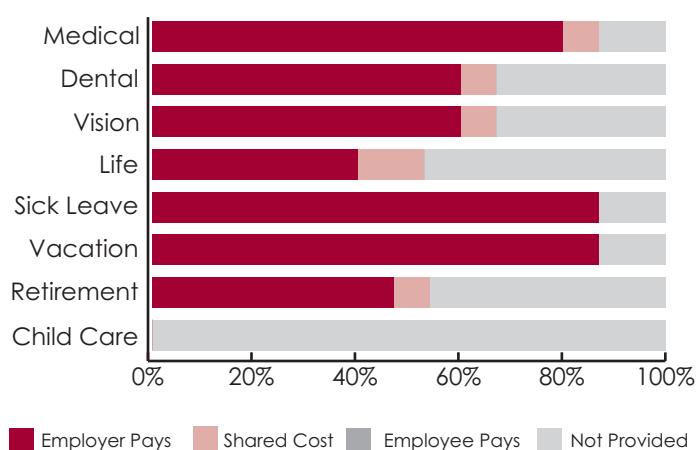
Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles: Staff Accountants and Bookkeepers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$13.42 - \$16.78	\$15.82
New Hires, Experienced	\$ 8.00 - \$21.10	\$14.38
3+ Years With Firm	\$15.00 - \$27.81	\$21.10

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,750 - 12,330

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.7%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **67%** Grow - **20%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Management and Public Relations
Federal, State and Local Government

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	60%
Colleges	47%
Word of Mouth	47%

SUPPLY & DEMAND

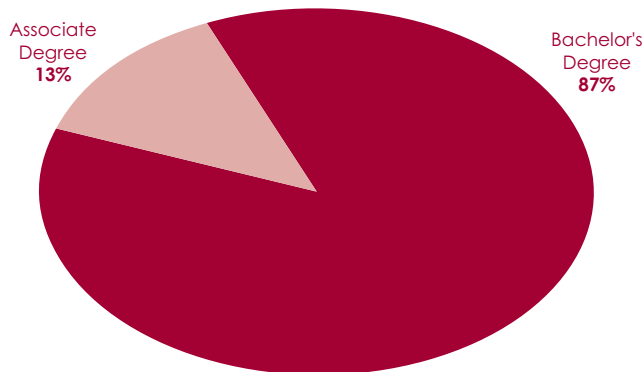
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **22.1%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 91% of employees work full time for an average of 43 hours per week. 9% of employees work part-time for an average of 29 hours per week.
- ❖ Emerging occupations include Business Consultant.
- ❖ 53% of the employees are female, and 47% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Accounting and Taxation.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Financial planning skills
- ❖ Business math
- ❖ Government accounting
- ❖ Ability to conduct an audit
- ❖ Tax accounting
- ❖ Estate planning
- ❖ Problem solving skills
- ❖ Verbal presentation
- ❖ Bondable
- ❖ Certified Public Accountant (CPA)
- ❖ Ability to write effectively
- ❖ Ability to use accounting software

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ QuickBooks

For Career Advancement

- ❖ Communication skills
- ❖ Writing ability
- ❖ Willingness to work
- ❖ Client interaction
- ❖ Detail oriented
- ❖ Good productivity
- ❖ Accuracy
- ❖ Continuing education

New Skills

- ❖ Internet proficiency

License

- ❖ Certified Public Accountant (CPA)

Administrative Services Managers

Employers: 15 ❖ Employees: 34

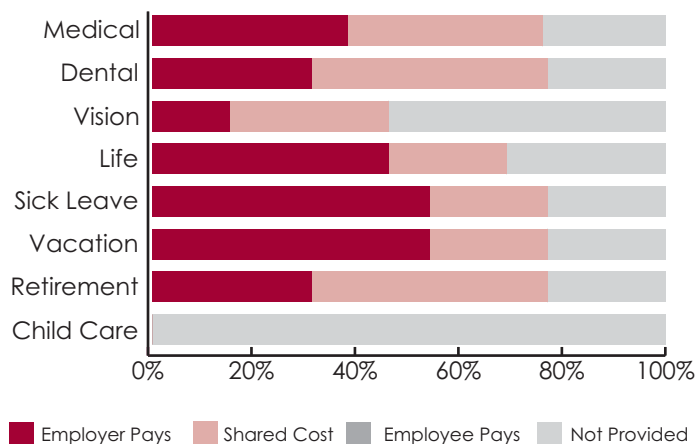
Administrative Services Managers plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, telephone operator/receptionist, and other office support services. They may oversee facilities planning and maintenance and custodial operations.

Alternate Job Titles: Administrative Managers, Administrators, and Office Administrators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 8.00 - \$10.00	\$ 9.00
New Hires, Experienced:	\$ 8.00 - \$23.97	\$ 12.00
3+ Yrs. With Firm:	\$ 10.50 - \$29.73	\$ 15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium 3,540 – 4,170

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations 15.2%

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 17.8%

Growth Rate Relative to County Average
Faster Than Average

EMPLOYMENT LEVELS

Last Year

Decline 0% Remain Stable 53% Grow 47%

Projected Next 24 Months

Decline 0% Remain Stable 53% Grow 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Management and Public Relations
Computer and Data Processing Services

RECRUITMENT METHODS

Newspaper Ads	80%
Employee Referrals	73%
Internet	67%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is 42.3%

WORK PATTERNS

- ❖ 53% of all employers surveyed do not promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 76% of employees work full time for an average of 40 hours per week. 24% work part-time for an average of 19 hours per week.
- ❖ 93% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 47% of the employees are male, and 53% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



58% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 7 months. 87% of the employers report that technical or vocational training is not required.

73% of the employers surveyed report previous work experience is required. The average length of work experience required is 33 months. **One-half** of the employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Understanding of inventory techniques
- ❖ Ability to write effectively
- ❖ Ability to follow billing procedures
- ❖ Ability to hire and assign personnel
- ❖ Ability to follow purchasing procedures
- ❖ Supervisory skills
- ❖ Report writing skills
- ❖ Ability to manage an activity or department
- ❖ Office management skills
- ❖ Ability to maintain financial records
- ❖ Payroll processing skills
- ❖ Business math skills
- ❖ Ability to plan and organize the work of others

Personal or Other

- ❖ Ability to work under pressure
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Quicken
- ❖ Access
- ❖ PowerPoint

For Career Advancement

- ❖ Good time management
- ❖ Organization skills
- ❖ Good communication skills
- ❖ Customer service skills
- ❖ Computer skills
- ❖ Interpersonal skills

New Skills

- ❖ Knowledge of computer technology

Amusement & Recreation Attendants

Employers: 15 ❖ Employees: 705

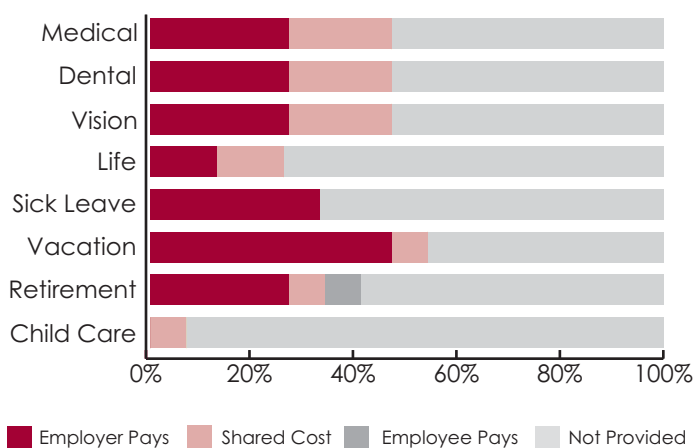
Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

Alternate Job Titles: Attraction Hosts/Hostesses, Ride Attendants, Golf Staff, and Player Service.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$8.00	\$6.88
New Hires, Experienced	\$6.25 - \$11.99	\$8.00
3+ Years With Firm	\$6.75 - \$16.78	\$9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 4,680 - 6,420

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **37.2%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 46% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 27% Grow - 73%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Employee Referrals	67%
Walk-In Applicants	60%
Newspaper Ads	40%
Word of Mouth	33%
Colleges	27%

SUPPLY & DEMAND

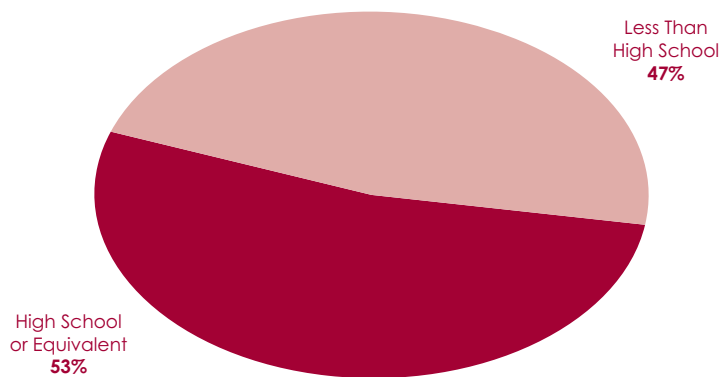
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **25.0%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% are union.
- ❖ 23% of employees work full time for an average of 36 hours per week. 44% of employees work part-time for an average of 20 hours per week. 33% of employees work seasonal for an average of 31 hours per week.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **most** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Health and Physical Education/Fitness.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ Ability to make change
- ❖ Ability to operate a cash register
- ❖ Possession of a valid driver's license

Physical

- ❖ Ability to tolerate noise, dust, and fumes
- ❖ Ability to stand for long periods
- ❖ Good physical condition

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Customer service
- ❖ Punctuality
- ❖ Communication skills
- ❖ Enthusiasm
- ❖ Flexibility
- ❖ Problem solving skills
- ❖ Math and computer skills

Assemblers - Electrical & Electronic Equipment - Precision

Employers: 15 ❖ Employees: 540

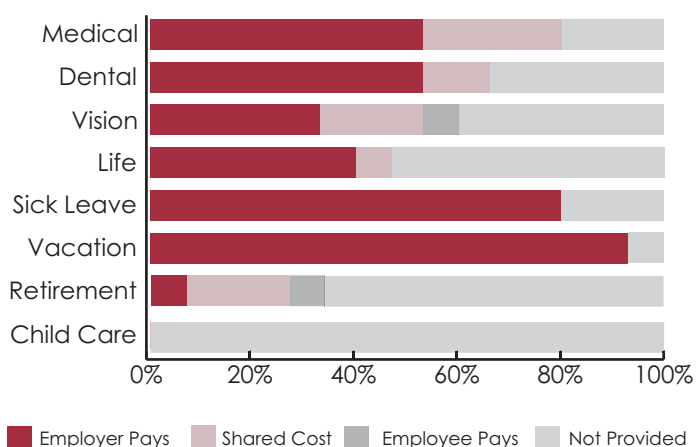
Assemblers of Electrical and Electronic Equipment - Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. Does not include workers who primarily assemble electrical systems for machinery.

Alternate Job Titles: Electronic Assemblers, Production Assemblers, and Crystal Processors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$7.10	\$7.00
New Hires, Experienced	\$6.50 - \$10.47	\$8.00
3+ Years With Firm	\$7.35 - \$13.00	\$10.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,700 - 6,620

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **16.1%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 27% Remain Stable - 33% Grow - 40%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Measuring and Controlling Devices
Medical Instruments and Supplies

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
Walk-In Applicants	47%
Employment Agencies	40%

SUPPLY & DEMAND

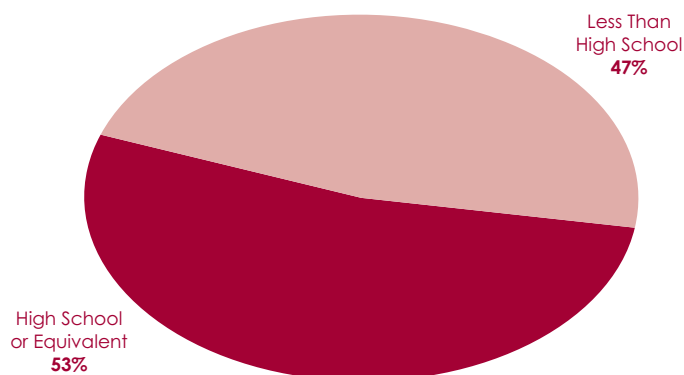
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is also **not difficult** to find inexperienced applicants. The turnover rate is **6.5%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 79% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 20 hours per week. 19% of employees work temporary or on-call for an average of 40 hours per week.
- ❖ Emerging occupations include Component Engineer and Ball-Grid Manufacturer.
- ❖ 61% of the employees are female, and 39% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. All employers report that technical or vocational training is not required. Many employers require previous work experience and most will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Communications Systems Installer and Repairer and Business Machine Repairer.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to perform assembly work
- ❖ Soldering skills
- ❖ Ability to use hand tools
- ❖ Ability to read blueprints or working drawings

Physical

- ❖ Good eye-hand coordination
- ❖ Manual dexterity
- ❖ Possession of good color perception
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to perform routine, repetitive work

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ AutoCAD

For Career Advancement

- ❖ Work performance
- ❖ Common sense
- ❖ Good attitude
- ❖ Assembly skills
- ❖ Loyalty
- ❖ Mathematical skills
- ❖ Knowledge of electronic circuits
- ❖ Computer training
- ❖ Communication skills
- ❖ Ability to read blueprints

New Skills

- ❖ Wire bondage
- ❖ Master CAM

Biotechnology Laboratory Assistants

Employers: 15 ❖ Employees: 131

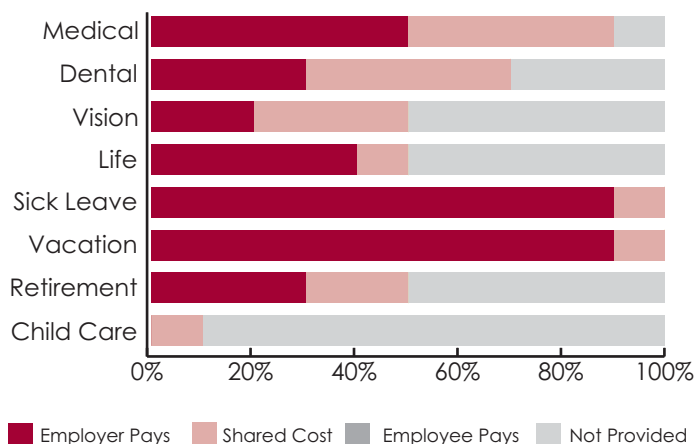
Biotechnology Laboratory Assistants prepare solutions and perform laboratory procedures under the direction of a research assistant or scientist. They may be responsible for a wide variety of research laboratory tasks and experiments including: making detailed observations; analyzing data; interpreting results; writing experimental reports; summaries and protocols; troubleshooting and calibrating scientific instruments; maintaining production equipment; preparing glassware, reagents and culture media, and care for research animals. They may be responsible for implementing analyses of raw materials, in-process inspections and quality control audits as well as the manufacture and packaging of products and the implementation of production procedures.

Alternate Job Titles: Lab Tech Assistants, Research Assistants, Biotech Assistants, and Laboratory Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 7.50 - \$15.00	\$ 12.00
New Hires, Experienced:	\$ 8.00 - \$20.00	\$ 13.00
3+ Yrs. With Firm:	\$ 10.00 - \$20.00	\$ 15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate for This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average **N/A***

*This is a Non-SOC occupation. EDD projections are solely available for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline 7% Remain Stable 40% Grow 53%

Projected Next 24 Months

Decline 0% Remain Stable 53% Grow 47%

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

General Medical and Surgical Hospitals
Testing Laboratories

RECRUITMENT METHODS

Colleges/ Universities	73%
Employee Referrals	67%
Internet	40%
School, Program Referrals	40%

SUPPLY & DEMAND

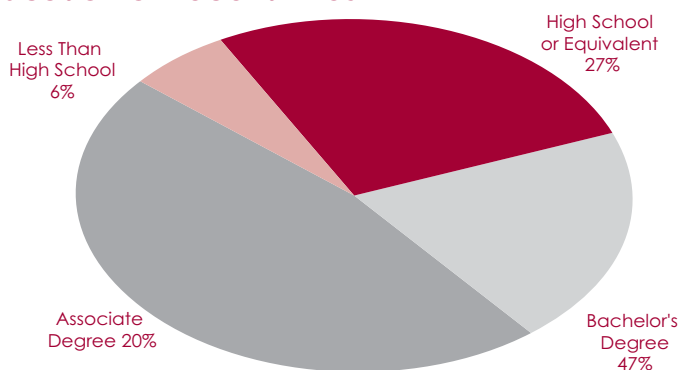
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **10.8%**

WORK PATTERNS

- ❖ 87% of all employers surveyed do not promote
- ❖ 93% of employers surveyed are non-union
- ❖ 83% of employees work full time for an average of 40 hours per week. 17% work part-time for an average of 17 hours per week.
- ❖ 93% of employers have a day shift. 27% of employers have a swing shift, and 7% have a graveyard shift.
- ❖ 44% of the employees are male, and 56% are female

EMPLOYER REQUIREMENTS

Education of Recent Hires



56% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 9 months. 80% of the employers report that technical or vocational training is not required.

40% of the employers surveyed report previous work experience is required. 20% report it is not required but preferred. The average length of work experience required is 11 months. 78% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of scientific methods to solve problems
- ❖ Knowledge and use of arithmetic and algebra, including how to use mathematics to solve problems
- ❖ Ability to perform routing laboratory procedures
- ❖ Ability to maintain accurate records
- ❖ Ability to maintain a clean work environment
- ❖ Ability to observe and document safe practices
- ❖ Knowledge of quality assurance policies
- ❖ Knowledge of chemistry
- ❖ Ability to analyze data and solve problems
- ❖ Ability to apply inventory control methods

Physical

- ❖ Able to stand continuously for 2 or more hours

Personal or Other

- ❖ Ability to understand and follow instructions
- ❖ Ability to work independently
- ❖ Ability to work as part of a team
- ❖ Ability to work independently
- ❖ Judgment and decision making skills
- ❖ Oral communication skills
- ❖ Reading and comprehension skills
- ❖ Effective writing skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ PowerPoint

For Career Advancement

- ❖ Attention to detail
- ❖ Punctuality
- ❖ Good lab practices
- ❖ Interpersonal skills
- ❖ Management Skills
- ❖ Bachelor degree

Bookkeeping, Accounting & Auditing Clerks, Including Bookkeepers

Employers: 15 ❖ Employees: 97

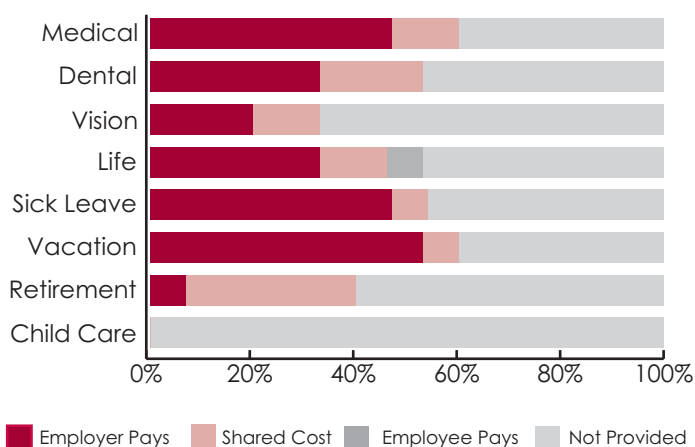
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Alternate Job Titles: Administrators, and Accountants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.50 - \$20.14	\$13.29
New Hires, Experienced	\$10.00 - \$21.10	\$15.00
3+ Years With Firm	\$13.00 - \$23.97	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 19,570 - 20,690

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **5.7%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 60% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Accounting, Auditing and Bookkeeping Firms
Eating and Drinking Places

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	33%
In-House Promotion	20%
Walk-Ins	20%

SUPPLY & DEMAND

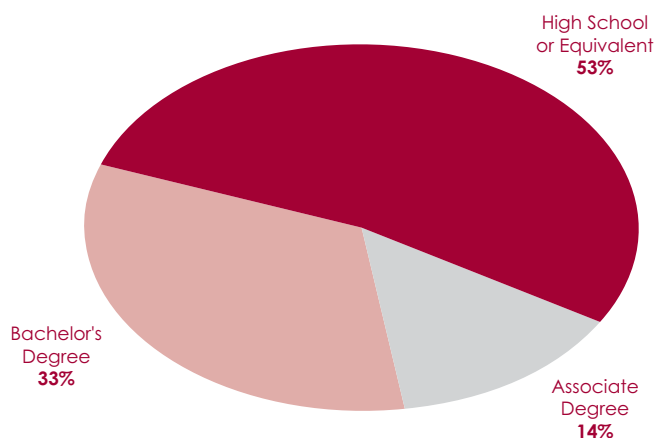
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **3.5%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 40 hours per week. 11% of employees work part time for an average of 25 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 47% of the employees are female, and 53% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (55%) employers report that they will not accept training in lieu of experience. **Almost all** (87%) employers report that technical or vocational training is not required. **Most** (60%) employers require previous work experience, and **many** (55%) will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Accounting, Computer Courses, Finance and Mathematics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Bondable
- ❖ Accounting skills
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Ability to use database software
- ❖ Ability to use spreadsheet software
- ❖ Bookkeeping skills
- ❖ Ability to operate 10-key adding machine by touch
- ❖ Payroll processing skills
- ❖ Ability to conduct an audit
- ❖ Ability to use word processing software

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to perform routine, repetitive work
- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Public contact skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QuickBooks
- ❖ Peachtree

For Career Advancement

- ❖ Excellent computer skills
- ❖ Detail oriented
- ❖ College degree
- ❖ Communication skills
- ❖ Critical thinking
- ❖ Self-motivated and confident
- ❖ Accuracy
- ❖ Honesty and dependability
- ❖ Reliability and punctuality

Carpenters

Employers: 15 ❖ Employees: 850

Carpenters construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. They may also install cabinets, siding, drywall and batt or roll insulation. This includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

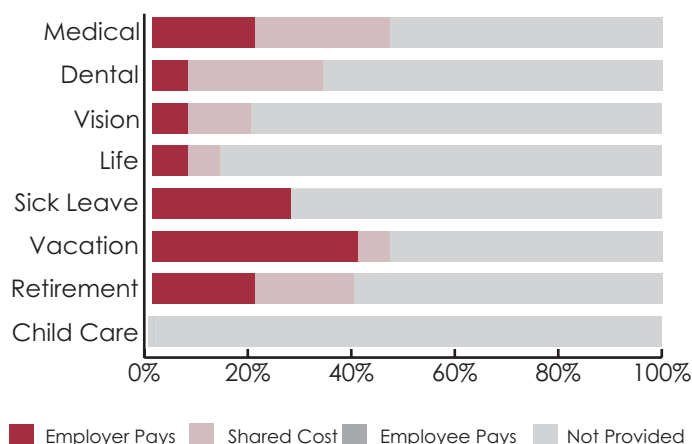
Alternate Job Titles: General Laborers, Journeyman Carpenters, and Apprentices.

WAGES & BENEFITS

Union Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	Insufficient Data	N/A
New Hires, Experienced	\$19.47 - \$30.00	\$30.00
3+ Years With Firm	\$29.80 - \$30.00	\$30.00

Non-Union Full & Part-Time Wage	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$15.00	\$ 9.00
New Hires, Experienced	\$ 8.00 - \$20.10	\$15.00
3+ Years With Firm	\$12.00 - \$36.00	\$19.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 9,850 -11,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **15.2%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006 **14.5%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 7% Remain Stable - 60% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Carpentry Work
Residential and Commercial
Building Construction

RECRUITMENT METHODS

Walk-In Applicants	93%
Employee Referrals	80%
Newspaper Ads	53%

SUPPLY & DEMAND

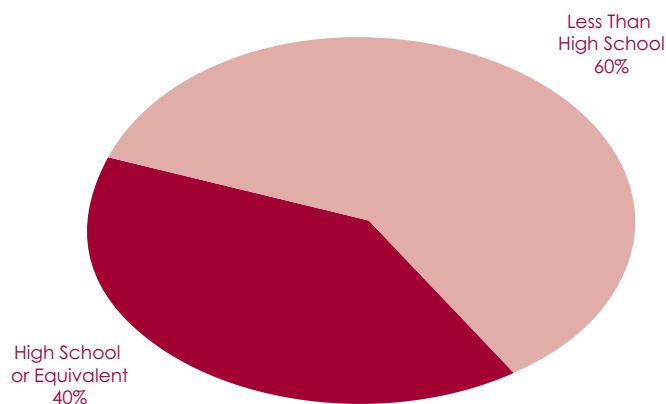
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **4.3%**.

WORK PATTERNS

- ❖ 73% of all employers surveyed do not promote.
- ❖ 80% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 39 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



50% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 12 months. 80% of the employers report that technical or vocational training is not required.

73% of the employers surveyed report previous work experience is required. The average length of work experience required is 23 months. 67% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Accounting, Computer Courses, Finance and Mathematics.

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Cost estimating skills
- ❖ Ability to use drafting tools
- ❖ Ability to read blueprints
- ❖ Shop math skills
- ❖ Rough carpentry skills
- ❖ Drywall installation and repair skills
- ❖ Finish carpentry skills

Physical Skills

- ❖ Ability to perform strenuous, physically demanding work
- ❖ Ability to climb to high places
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Possession of agility and coordination

Personal or Other Skills

- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Possession of a good DMV driving record
- ❖ Ability to provide own hand tools

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Software

- ❖ None

For Career Advancement

- ❖ Leadership skills
- ❖ Customer service skills
- ❖ Time management skills
- ❖ Interpersonal skills
- ❖ Communication skills
- ❖ Punctuality
- ❖ Accuracy
- ❖ Responsibility
- ❖ Dependability

New Skills

- ❖ Knowledge of new tools
- ❖ Earthquake construction codes

Chefs & Head Cooks

Employers: 15 ❖ Employees: 27

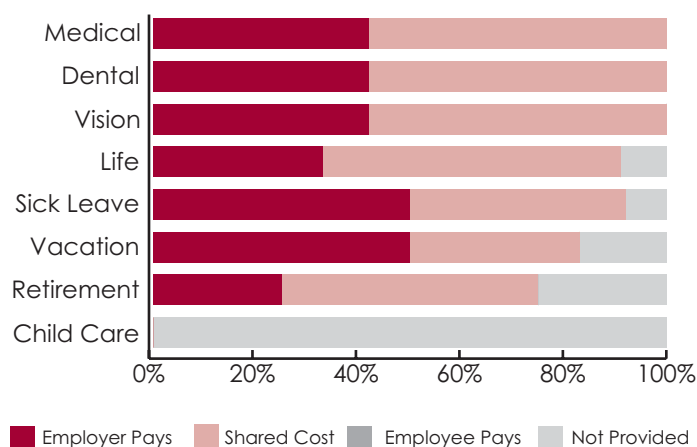
Chefs and Head Cooks direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. They may plan and price menu items, order supplies, and keep records and accounts. They may participate in cooking.

Alternate Job Titles: Executive Chefs, Head Cooks, Service Managers, and Restaurant Chefs.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	N/A	N/A
New Hires, Experienced:	\$ 9.00 - \$23.01	\$ 14.38
3+ Yrs. With Firm:	\$11.00 -\$26.85	\$ 19.18

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 940 – 1,010

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **7.4%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **87%** Grow **13%**

Projected Next 24 Months

Decline **0%** Remain Stable **67%** Grow **33%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Eating and Drinking Places
Hotels and Motels
Hospitals and Personal Care Facilities

RECRUITMENT METHODS

Newspaper Ads	80%
Employee Referrals	73%
Internet	67%

SUPPLY & DEMAND

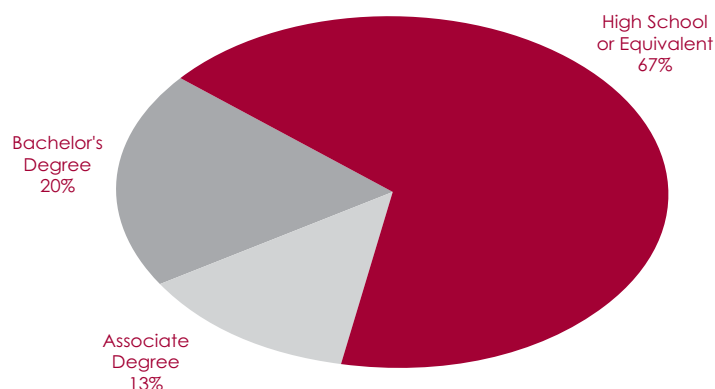
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is not available due to few employer responses to the question.

WORK PATTERNS

- ❖ 53% of all employers surveyed do promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 78% of employees work full time for an average of 46 hours per week. 22% work part-time for an average of 19 hours per week.
- ❖ 100% of employees have a day shift. 67% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 85% of the employees are male, and 15% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



80% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 12 months. 80% of the employers report that technical or vocational training is not required.

93% of the employers surveyed report previous work experience is required. 7% report it is not required but preferred. The average length of work experience required is 23 months. 87% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to be creative
- ❖ Possess good business skills
- ❖ Possess basic cooking skills
- ❖ Ability to plan and organize the work of others

Physical

- ❖ Ability to stand for prolonged periods
- ❖ Ability to lift at least 30 lbs.
- ❖ Ability to work with dust, fumes, smoke, and oily mists
- ❖ Possess excellent sense of taste and smell
- ❖ Good physical health, active, alert, clean, and energetic

Personal or Other

- ❖ Possess good organization and supervisory skills
- ❖ Be dependable and work well with others
- ❖ Ability to work under pressure
- ❖ Ability to work independently

Basic Skills

- ❖ Good math skills
- ❖ Good communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Leadership skills
- ❖ Creative skills
- ❖ Knowledge of nutrition
- ❖ Purchasing skills

New Skills

- ❖ Knowledge of current trends in cooking industry
- ❖ Staff development skills

Chemical Technicians

Employers: 15 ❖ Employees: 200

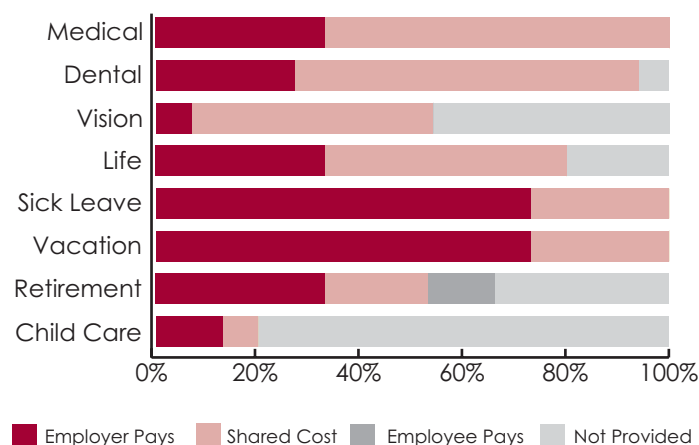
Chemical Technicians conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for purposes, such as research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical or practical application of chemistry and related sciences.

Alternate Job Titles: Lab Technicians, Chemists, Analysts, and Associate Scientist.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 9.00 - \$16.00	\$12.71
New Hires, Experienced:	\$10.00 - \$28.77	\$15.00
3+ Yrs. With Firm:	\$13.00 - \$31.16	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 640 – 790

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **23.4%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline 0% Remain Stable 47% Grow 53%

Projected Next 24 Months

Decline 0% Remain Stable 33% Grow 67%

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Research and Testing Services
Pharmaceutical Companies

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	80%
Internet	80%

SUPPLY & DEMAND

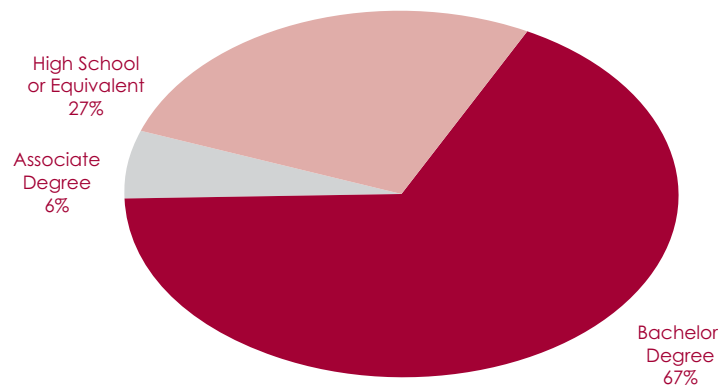
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **16.9%**

WORK PATTERNS

- ❖ 93% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 93% of employees work full time for an average of 41 hours per week. 8% work part-time for an average of 15 hours per week.
- ❖ 100% of employers have a day shift. 40% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 47% of the employees are male, and 53% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



60% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 9 months. 93% of the employers report that technical or vocational training is not required.

53% of the employers surveyed report previous work experience is required. 13% report that it is not required but preferred. The average length of work experience required is 19 months. 60% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to calibrate instruments
- ❖ Knowledge of chemistry
- ❖ Knowledge of physics
- ❖ Ability to operate microscopes
- ❖ Knowledge of algebra
- ❖ Ability to operate spectrographic equipment
- ❖ Understanding of atomic absorption
- ❖ Ability to follow laboratory procedures
- ❖ Report writing skills
- ❖ Record keeping skills
- ❖ Ability to implement safe work practices
- ❖ Ability to perform wet chemical analysis

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Lims
- ❖ EnviroQuant
- ❖ ChemStation

For Career Advancement

- ❖ Leadership skills
- ❖ Organization skills
- ❖ Technical Skills
- ❖ Communication skills
- ❖ Honesty
- ❖ Reliability

New Skills

- ❖ Computer skills
- ❖ Keeping current with technology

Computer Aided Design (CAD) Technicians

Employers: 16 ❖ Employees: 142

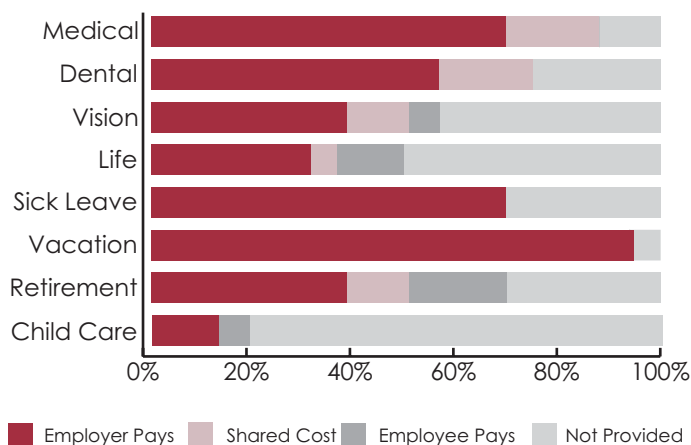
Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Alternate Job Titles: CAD Operators, CAD Draftsmen, Computer Aided Design Specialists, and Auto CAD Operators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.75 - \$21.00	\$12.00
New Hires, Experienced	\$10.00 - \$23.01	\$16.50
3+ Years With Firm	\$12.00 - \$25.00	\$22.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **N/A***

Growth Rate Relative to County Average: **N/A***

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - **25%** Remain Stable - **44%** Grow - **31%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **31%** Grow - **69%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Architectural and Engineering Services
Manufacturing Services

RECRUITMENT METHODS

Colleges & Universities	63%
Newspaper Ads	44%
Employee Referrals	38%
Internet	31%

SUPPLY & DEMAND

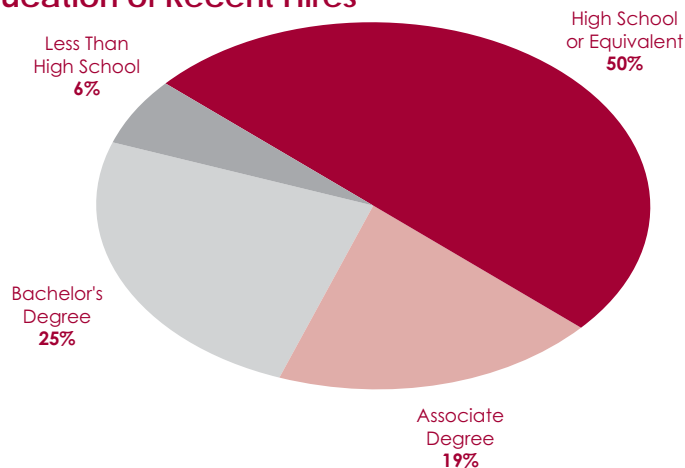
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **3.3%**.

WORK PATTERNS

- ❖ 75% of all employers promote.
- ❖ 94% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 41 hours per week. 4% of employees work part time for an average of 16 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift, and 6% of employers have a graveyard shift.
- ❖ 28% of the employees are female, and 72% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (54%) employers report that they will not accept training in lieu of experience. Most (69%) employers report that technical or vocational training is not required. Most (63%) employers require previous work experience, and most (77%) will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Drafting, Architecture and Computer Software.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Drafting and design skills
- ❖ Knowledge of automated systems
- ❖ Knowledge of basic engineering principles
- ❖ Knowledge of Computer-integrated Manufacturing (CIM)
- ❖ Ability to adapt to changing technologies
- ❖ Advanced math skills
- ❖ Abstract reasoning skills
- ❖ Creative thinking skills
- ❖ Mechanical ability
- ❖ Problem solving skills
- ❖ Ability to perform multiple and varied tasks

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to concentrate
- ❖ Manual dexterity
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ AutoCAD
- ❖ Cadence

For Career Advancement

- ❖ Interpersonal skills
- ❖ Knowledge of drafting industry
- ❖ Architectural design skills
- ❖ Management skills
- ❖ Continued training
- ❖ Land surveying skills
- ❖ Knowledge of construction techniques
- ❖ Dependable and responsible

New Skills

- ❖ Knowledge of 3D computer technology

Computer Programers

Employers: 16 ❖ Employees: 78

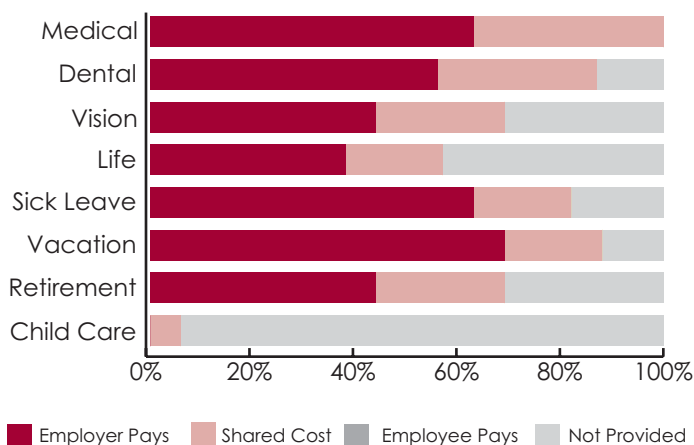
Computer Programers convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information. They may program web sites.

Alternate Job Titles: Programmers, Information Systems Analysts, Application Developers, and Programmer Consultants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 8.00 - \$24.93	\$ 14.38
New Hires, Experienced:	\$14.00 - \$33.56	\$ 20.73
3+ Yrs. With Firm:	\$18.00 - \$39.31	\$ 28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 7,080 – 7,550

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **6.6%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline **12%** Remain Stable **38%** Grow **50%**

Projected Next 24 Months

Decline **6%** Remain Stable **19%** Grow **75%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Computer and Data Processing Services
Credit Reporting and Collection Services
Management and Public Relations

RECRUITMENT METHODS

Internet	100%
Employee Referrals	63%
Newspaper Ads	56%

SUPPLY & DEMAND

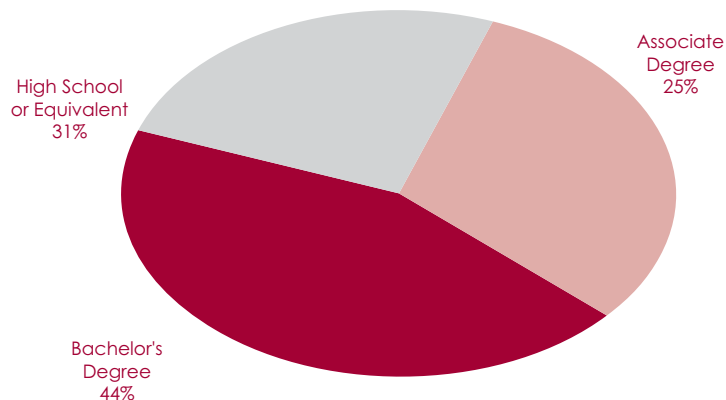
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **22.6%**

WORK PATTERNS

- ❖ 63% of all employers surveyed do promote.
- ❖ 94% of employers surveyed are non-union.
- ❖ 97% of employees work full time for an average of 41 hours per week. 3% work part-time for an average of 8 hours per week.
- ❖ 10% of employers have a day shift. 13% of employers have a swing shift, and 6% have a graveyard shift.
- ❖ 76% of the employees are male, and 24% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



50% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 13 months. 81% of the employers report that technical or vocational training is not required.

81% of the employers surveyed report previous work experience is required. The average length of work experience required is 26 months. 77% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- | | |
|-------------------------------------|----------------------------------------------------------------------------|
| ❖ CA Resource Network | www.californiacareers.info |
| ❖ Orangeworks | www.orangeworks.org |
| ❖ I-Train | www.i-train.org |
| ❖ CA Regional Occupational Programs | www.carocp.org |

SKILLS & LICENSES

Technical

- ❖ Statistical programming skills
- ❖ Engineering programming skills
- ❖ Knowledge of computer hardware and operating systems
- ❖ Problem solving skills
- ❖ Ability to write effectively
- ❖ Ability to write, edit, and debug computer programs for business
- ❖ Ability to write documentation of computer procedures
- ❖ Scientific programming skills

Physical Skills

- ❖ Ability to work rapidly

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Ability to work under pressure

Basic Skills

- ❖ Advanced math skills
- ❖ Ability to think logically
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ SQL
- ❖ Access
- ❖ Visual Basic
- ❖ Unix
- ❖ Java
- ❖ FrontPage
- ❖ Dreamweaver
- ❖ PowerPoint
- ❖ Oracle
- ❖ PC Management

For Career Advancement

- ❖ Interpersonal skills
- ❖ Computer skills
- ❖ Technical skills
- ❖ Management skills
- ❖ Continuing education
- ❖ Industry knowledge

New Skills

- ❖ Ability to upgrade technology

Computer Security Specialists

Employers: 15 ❖ Employees: 39

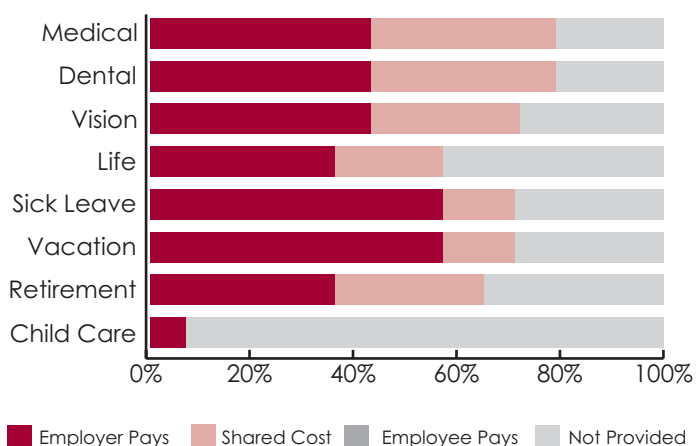
Computer Security Specialists plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information.

Alternate Job Titles: Security Specialists, Network Administrators, Data Security Directors, Senior Network Analysts, Security Consultants, and Network Systems Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	Insufficient Data	N/A
New Hires, Experienced:	\$10.42 - \$40.00	\$ 28.77
3+ Yrs. With Firm:	\$10.42 - \$46.03	\$ 33.56

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average: **N/A***

*This is a non-SOC occupation. EDD projections are available solely for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline **14%** Remain Stable **53%** Grow **33%**

Projected Next 24 Months

Decline **0%** Remain Stable **67%** Grow **33%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Computer and Data Processing Services
Government including Military
Banking, Accounting, and Auditing

RECRUITMENT METHODS

Employee Referrals	80%
Internet	67%
Walk-In Applicants	47%

SUPPLY & DEMAND

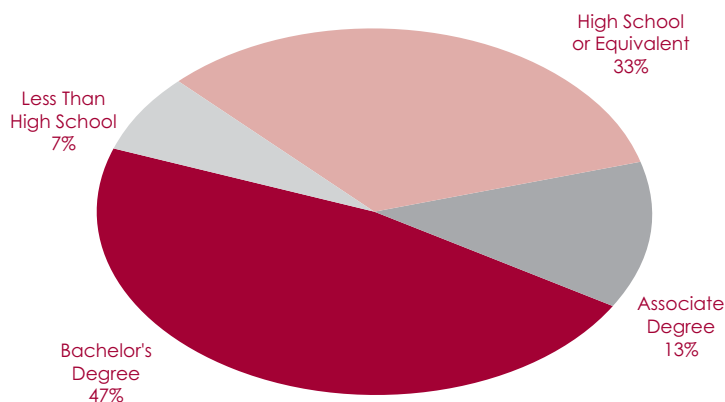
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate was measured during the past year.

WORK PATTERNS

- ❖ 60% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 40 hours per week. 5% work part-time for an average of 20 hours per week. 5% work temporary or on-call for an average of 23 hours per week
- ❖ 93% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 87% of the employees are male, and 13% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



100% of the employers surveyed report they will not accept training in lieu of experience. 67% of the employers report that technical or vocational training is not required.

93% of the employers surveyed report previous work experience is required. The average length of work experience required is 38 months. 64% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to understand highly technical topics
- ❖ Ability to troubleshoot
- ❖ Knowledge of TCP/IP networks
- ❖ Cisco/Novell certification
- ❖ Microsoft certification with emphasis on network security
- ❖ Knowledge of local (LAN) and wide area (WAN) networks
- ❖ Knowledge of securing Windows and Linux networks
- ❖ Knowledge of encryption methods
- ❖ Knowledge of protecting and securing web pages, servers, and browsers
- ❖ Knowledge of hacker prevention, detection, and diagnosis
- ❖ Knowledge of various computer operating systems
- ❖ Knowledge of disaster recovery plans

Physical Skills

- ❖ Ability to work at a computer for an extended period of time

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Ability to prioritize multiple activities
- ❖ Ability to work with others

Basic Skills

- ❖ Ability to think logically
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Authentication and encryption software
- ❖ Firewall software
- ❖ Network and network monitoring software
- ❖ System enhancement software
- ❖ System C
- ❖ System monitoring software

For Career Advancement

- ❖ Communication skills
- ❖ Technical competence
- ❖ Management skills
- ❖ Continuing education
- ❖ Programming skills

New Skills

- ❖ Multi-tasking all information

Computer Software Engineers-System Software

Employers: 16 ❖ Employees: 96

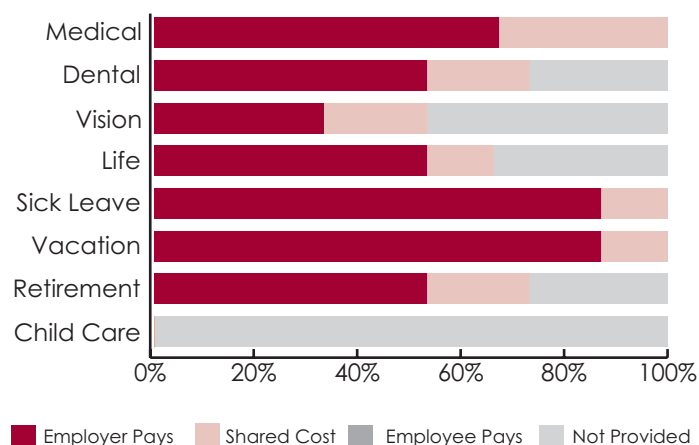
Computer Software Engineers, Systems Software, research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. They set operational specifications and formulate and analyze software requirements. They apply principles and techniques of computer science, engineering, and mathematical analysis.

Alternate Job Titles: Software Engineers, Software Architects, and Software Development Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$11.99 - \$15.00	\$13.42
New Hires, Experienced:	\$16.30 - \$33.56	\$21.82
3+ Yrs. With Firm:	\$19.18 - \$40.75	\$29.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium 3,000 – 4,510

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **50.3%**

Growth Rate Relative to County Average:
Much Faster Than Average

*This is a non-SOC occupation. EDD projections are available solely for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline **6%** Remain Stable **56%** Grow **38%**

Projected Next 24 Months

Decline **0%** Remain Stable **50%** Grow **50%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Computer and Data Processing Services
Computer and Office Equipment
Guided Missiles, Space Vehicles

RECRUITMENT METHODS

Employee Referrals	69%
Internet	63%
Newspaper Ads	63%

SUPPLY & DEMAND

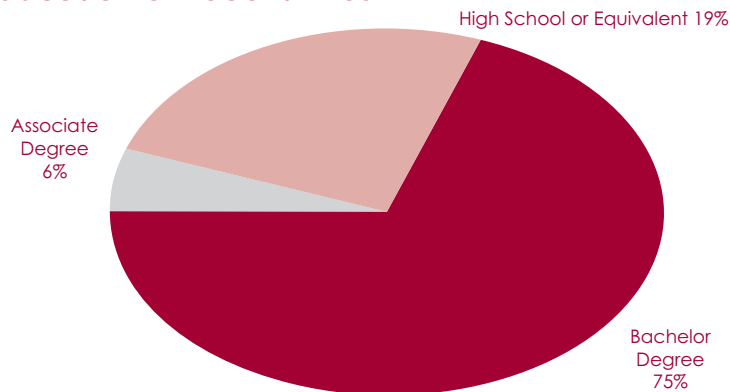
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **18.6%**

WORK PATTERNS

- ❖ 69% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 91% of employees work full time for an average of 40 hours per week. 9% work part-time for an average of 24 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift.
- ❖ 47% of the employees are male, and 53% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



60% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 11 months. 81% of the employers report that technical or vocational training is not required. 6% report that it is not required but preferred.

88% of the employers surveyed report previous work experience is required. The average length of work experience required is 35 months. 73% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Engineering programming skills
- ❖ Knowledge of computer hardware and operating systems
- ❖ Ability to write detailed technical instruction
- ❖ Problem solving skills
- ❖ Ability to write effectively
- ❖ Ability to write, edit, and debug computer programs for business
- ❖ Ability to write documentation of computer procedures
- ❖ Scientific programming skills
- ❖ Advanced mathematical skills

Personal or Other

- ❖ Ability to interact well with others
- ❖ Willingness to work nights, weekends, and holidays
- ❖ Willingness to travel
- ❖ Ability to work as part of a team
- ❖ Ability to maintain good customer relations
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to think logically
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ C+
- ❖ C++
- ❖ PowerPoint
- ❖ MSDN Visual Basic
- ❖ Java Script
- ❖ Novell
- ❖ Unix
- ❖ Microsoft

For Career Advancement

- ❖ Leadership skills
- ❖ Technical knowledge
- ❖ Communication skills
- ❖ Management skills
- ❖ Multiple platform skills
- ❖ Customer service skills

New Skills

- ❖ Windows NT
- ❖ Advancements in network operations

Computer Systems Analysts

Employers: 16 ❖ Employees: 203

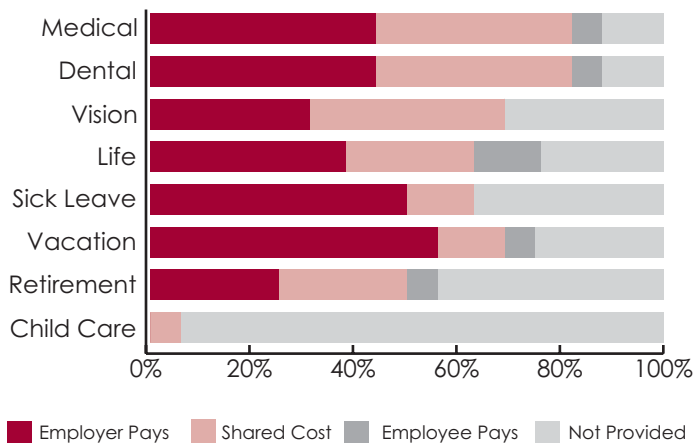
Computer Systems Analysts analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. They analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. They may analyze or recommend commercially available software. They may supervise computer programmers.

Alternate Job Titles: Staffing Engineers, Senior Software Engineers, Systems Analysts, and Systems Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	Insufficient Data	N/A
New Hires, Experienced:	\$12.00 - \$43.15	\$25.64
3+ Yrs. With Firm:	\$15.00 - \$45.55	\$31.17

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 4,640 – 6,270

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **35.1%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **13%** Remain Stable **31%** Grow **56%**

Projected Next 24 Months

Decline **0%** Remain Stable **31%** Grow **69%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Computer and Data Processing Services
Credit Reporting and Collection Services
Medical Services and Health Insurance

RECRUITMENT METHODS

Employee Referrals	81%
Internet	69%
Newspaper Ads	56%

SUPPLY & DEMAND

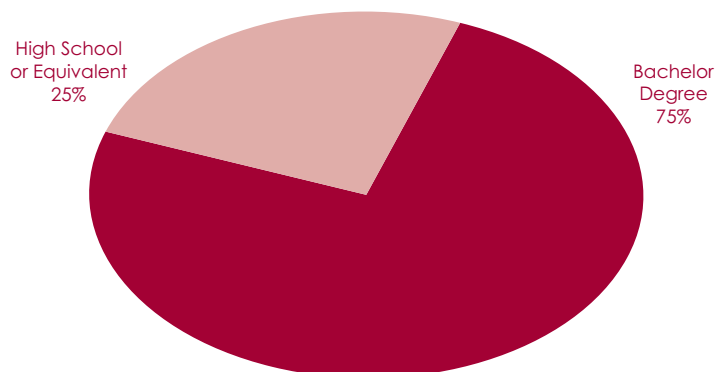
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **34.1%**

WORK PATTERNS

- ❖ 81% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 75% of employees work full time for an average of 40 hours per week. 25% work part-time for an average of 20 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift, and 6% have a graveyard shift.
- ❖ 69% of the employees are male, and 31% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



67% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 20 months. 94% of the employers report that technical or vocational training is not required.

94% of the employers surveyed report previous work experience is required. The average length of work experience required is 41 months. 73% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to analyze data to solve problems
- ❖ Ability to write detailed technical specifications
- ❖ Completion of computer science courses
- ❖ Ability to demonstrate knowledge of specific products
- ❖ Ability to write documentation of computer procedures
- ❖ Ability to write, edit, and debug computer programs for business
- ❖ Ability to write documentation of computer procedures
- ❖ Ability to prepare charts and diagrams
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to interact well with others
- ❖ Ability to maintain good customer relations
- ❖ Ability to work as part of a team

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Mathematical and computational ability
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Sequel
- ❖ Cobol
- ❖ Unix
- ❖ Novell
- ❖ Lotus
- ❖ Java

For Career Advancement

- ❖ Leadership skills
- ❖ Excel in management
- ❖ Computer skills
- ❖ Organization skills
- ❖ Communication skills
- ❖ Dependability
- ❖ Strong ethics
- ❖ Teamwork
- ❖ Technical skills

New Skills

- ❖ Knowledge of changing computer technology
- ❖ Researching software trends
- ❖ Crystal reports

Concrete & Terrazzo Finishers

Employers: 16 ❖ Employees: 234

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. Includes Concrete Rubbers.

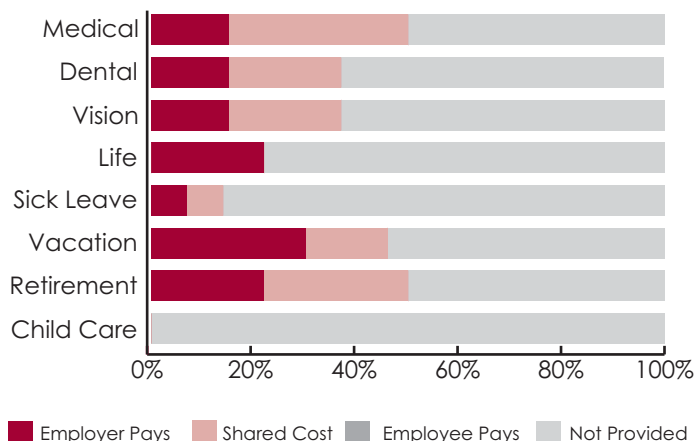
Alternate Job Titles: Concrete Masons, Cement Masons, and Concrete Finishers.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$13.15	\$ 9.00
New Hires, Experienced	\$ 8.00 - \$28.00	\$16.44
3+ Years With Firm	\$ 8.00 - \$31.00	\$20.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$ 8.95 - \$35.00	\$23.00
3+ Years With Firm	\$15.98 - \$35.00	\$27.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,580 - 1,850

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **17.1%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **24%** Remain Stable - **38%** Grow - **38%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **62%** Grow - **38%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Highway and Street Construction
Home and Office Construction

RECRUITMENT METHODS

Employee Referrals	69%
Walk-In Applicants	44%
Word of Mouth	31%
In-House Promotion	25%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **42.5%**.

WORK PATTERNS

- ❖ 56% of all employers promote.
- ❖ 69% of employers surveyed are non-union, and 31% are union.
- ❖ 94% of employees work full time for an average of 39 hours per week. 6% of employees work part-time for an average of 17 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (67%) employers report that they will not accept training in lieu of experience. **Almost all (88%)** employers report that technical or vocational training is not required. **Most (63%)** employers do require previous work experience, and **many (58%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Basic construction skills
- ❖ Understanding of construction terms
- ❖ Ability to do cement work
- ❖ Ability to operate power hand tools
- ❖ Ability to use hand tools
- ❖ Understanding of building codes
- ❖ Ability to read blueprints

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to lift at least 100 lbs. repeatedly
- ❖ Possession of good color perception
- ❖ Ability to perform strenuous, physically demanding work
- ❖ Ability to kneel for extended periods of time
- ❖ Physical stamina

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

For Career Advancement

- ❖ Able to read shop drawings and plans
- ❖ Leadership
- ❖ Knowledge of concrete construction
- ❖ Good attitude and hard worker
- ❖ Bilingual
- ❖ Reading and math skills
- ❖ Able to follow directions

New Skills

- ❖ Knowledge of new products

Construction Laborers

Employers: 15 ❖ Employees: 610

Construction Laborers perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. They may operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. They may clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. They may assist other craft workers.

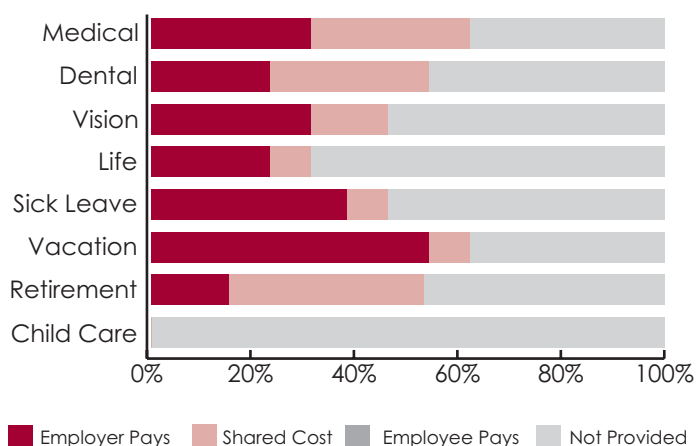
Alternate Job Titles: Laborers, General Laborers, and Union Laborers.

WAGES & BENEFITS

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.00 - \$20.00	\$18.00
New Hires, Experienced	\$17.00 - \$20.00	\$20.00
3+ Years With Firm	\$21.00 - \$38.00	\$25.00

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.00 - \$10.00	\$10.00
New Hires, Experienced	\$10.00 - \$15.00	\$12.00
3+ Years With Firm	\$12.00 - \$25.00	\$16.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 9,500 – 11,120

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **17.1%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **33%** Grow **67%**

Projected Next 24 Months

Decline **0%** Remain Stable **40%** Grow **60%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Highway and Street Construction
Residential and Commercial Building
Construction

RECRUITMENT METHODS

Employee Referrals	80%
Walk-In Applicants	67%
Newspaper Ads	53%

SUPPLY & DEMAND

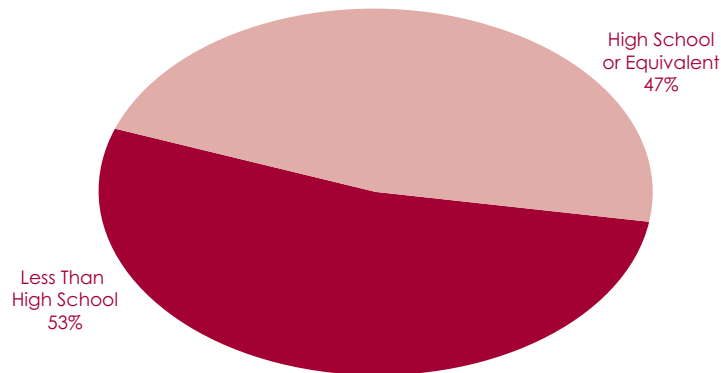
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **8.4%**

WORK PATTERNS

- ❖ 73% of all employers surveyed do promote.
- ❖ 67% of employers surveyed are non-union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 1% work temporary or on-call for an average of 20 hours per week. 1% work seasonal for an average of 36 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift.
- ❖ 91% of the employees are male, and 9% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



56% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 10 months. 93% of the employers report that technical or vocational training is not required.

47% of the employers surveyed report previous work experience is required. 13% report it is not required but preferred. The average length of work experience required is 14 months. 78% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Understanding of construction terms
- ❖ Reliable transportation to the job site

Physical

- ❖ Able to work outdoors in all weather conditions
- ❖ Able to do physically demanding work
- ❖ Good physical condition
- ❖ Able to tolerate dust and paint fumes
- ❖ Able to tolerate loud noise
- ❖ Possess above average strength

Personal or Other

- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to do repetitive work

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ None

For Career Advancement

- ❖ Leadership
- ❖ Punctuality
- ❖ Knowledge of the job
- ❖ Dependability
- ❖ Equipment knowledge

New Skills

- ❖ New tools and equipment knowledge

Cooks - Restaurant

Employers: 15 ❖ Employees: 240

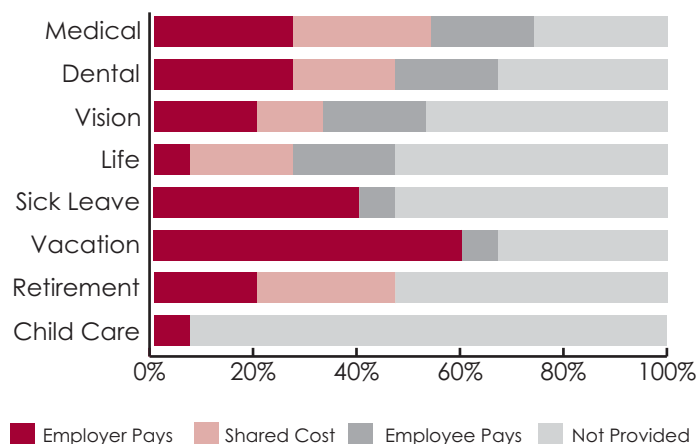
Restaurant Cooks prepare, season and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Alternate Job Titles: Chefs, Assistant Chefs, Head Cooks, Line Cooks, Prep Cooks, Head Kitchen Managers, and Cooks.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$11.51	\$ 7.75
New Hires, Experienced	\$7.00 - \$14.38	\$ 9.00
3+ Years With Firm	\$7.00 - \$19.50	\$11.51

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 9,300 - 10,820

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **16.3%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 67% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places

RECRUITMENT METHODS

Newspaper Ads	73%
Walk-Ins	67%
Employee Referrals	47%
In-House Promotion	27%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **56.2%**.

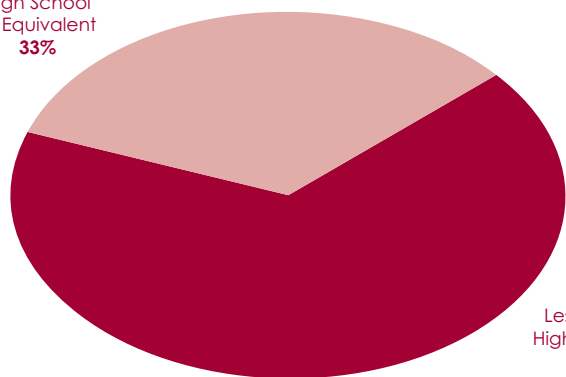
WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 80% of employees work full time for an average of 39 hours per week. 20% of employees work part-time for an average of 21 hours per week.
- ❖ 93% of employers have a day shift. 53% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ 9% of the employees are female, and 91% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires

High School
or Equivalent
33%



Less Than
High School
67%

Many (57%) employers report that they will not accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience, and **most (71%)** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Meat carving skills
- ❖ Ability to plan and organize the work of others
- ❖ Pastry making skills
- ❖ Food baking skills
- ❖ Menu planning skills
- ❖ Ability to write effectively
- ❖ Ability to cook ethnic foods
- ❖ Sauce making skills
- ❖ Food buying skills

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

For Career Advancement

- ❖ Management skills
- ❖ Interpersonal skills
- ❖ Ability to prepare quality food
- ❖ Punctuality and efficiency
- ❖ Leadership skills
- ❖ Knowledge of food equipment

New Skills

- ❖ Use of computerized equipment
- ❖ Food handling certificate

Cooks - Specialty Fast Food

Employers: 15 ❖ Employees: 130

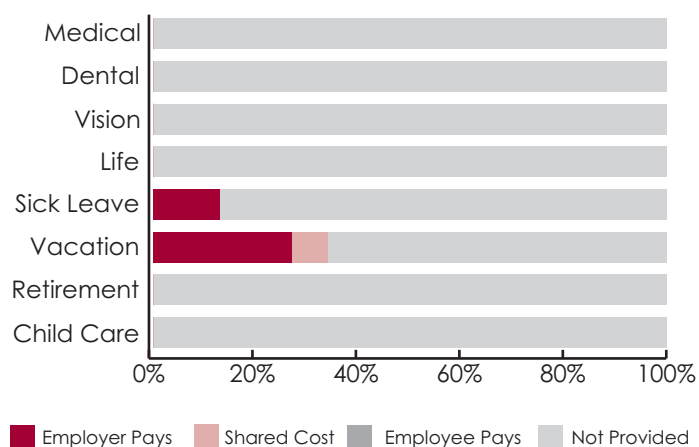
Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

Alternate Job Titles: Kitchen Cooks, Kitchen Help and Cooks.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 7.00	\$6.75
New Hires, Experienced	\$6.75 - \$10.00	\$7.25
3+ Years With Firm	\$7.25 - \$10.00	\$8.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,720 - 6,140

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **16.5%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 6% Remain Stable - 47% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Walk-Ins	73%
Employee Referrals	53%
Newspaper Ads	53%
In-House Promotion	20%

SUPPLY & DEMAND

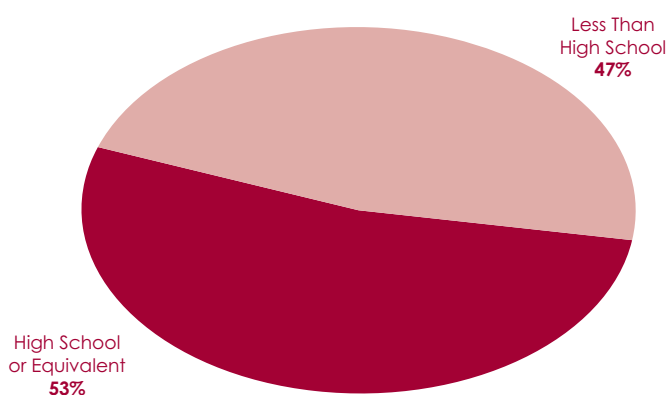
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **20.5%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 52% of employees work full time for an average of 40 hours per week. 48% of employees work part-time for an average of 24 hours per week.
- ❖ 93% of employers have a day shift. 47% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 45% of the employees are female, and 55% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (60%) employers report that they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (67%)** employers do not require previous work experience, and **most (60%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate a cash register

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to work rapidly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

For Career Advancement

- ❖ Supervisory and management skills
- ❖ Interpersonal skills
- ❖ Ability to prepare quality food
- ❖ Reliability, honesty and punctuality
- ❖ Good customer service
- ❖ Leadership
- ❖ Fluent in English language
- ❖ Integrity

New Skills

- ❖ Keeping up with industry cooking skills

Correction Officers & Jailers

Employers: 10 ❖ Employees: 98

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

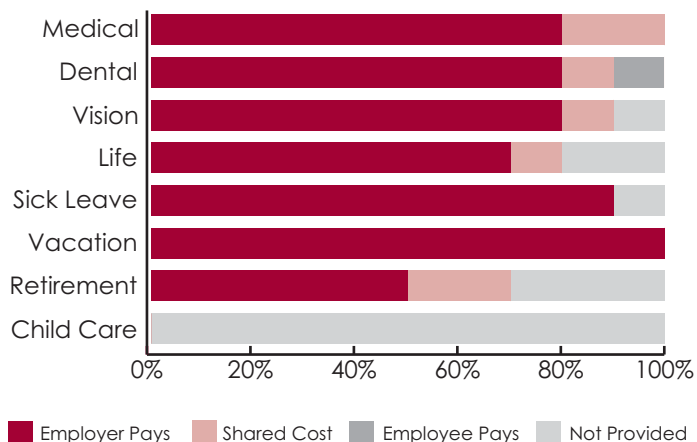
Alternate Job Titles: Detention Officers and Custody Officers.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.50 - \$16.45	\$11.48
New Hires, Experienced	\$10.25 - \$16.45	\$13.35
3+ Years With Firm	\$14.00 - \$20.99	\$17.50

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.85 - \$20.00	\$18.07
New Hires, Experienced	\$15.19 - \$19.00	\$18.02
3+ Years With Firm	\$17.33 - \$22.77	\$21.24

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 770 - 1,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **40.3%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 60% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 80% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Local Government

RECRUITMENT METHODS

Internet	70%
Newspaper Ads	60%
Word of Mouth	40%
Employment Agencies	20%
In-House Promotion	20%
Walk-In Applicants	20%

SUPPLY & DEMAND

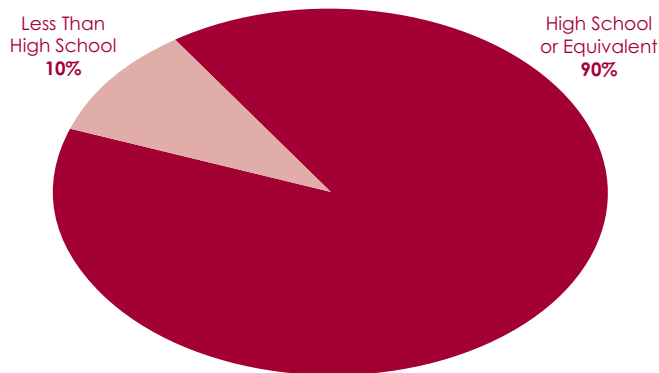
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **23.5%**.

WORK PATTERNS

- ❖ 70% of all employers promote.
- ❖ 80% of employers surveyed are union, and 20% are non-union.
- ❖ 95% of employees work full time for an average of 43 hours per week. 5% of employees work part-time for an average of 23 hours per week.
- ❖ Emerging occupations include Forensic Fingerprint Scan.
- ❖ 20% of the employees are female, and 80% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report that they will accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **many** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Law Enforcement and Police Science.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Ability to administer emergency first aid
- ❖ Ability to plan and organize the work of others
- ❖ Supervisory skills

Physical

- ❖ Ability to pass a physical performance test
- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Fingerprinting program

For Career Advancement

- ❖ Leadership
- ❖ Supervision skills
- ❖ Writing skills
- ❖ Good work ethic
- ❖ Attention to detail
- ❖ Bilingual
- ❖ College education
- ❖ Computer skills
- ❖ People skills

New Skills

- ❖ Narcotics seminars

License

- ❖ Possession of a Firearms Qualifications Card

Database Administrators

Employers: 15 ❖ Employees: 127

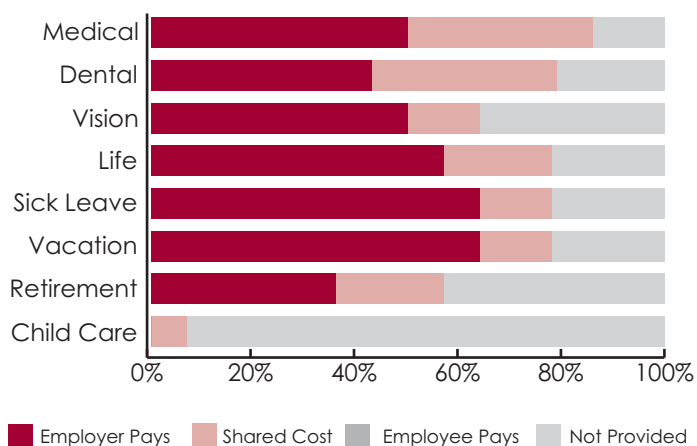
Database Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate database development as part of a project team.

Alternate Job Titles: Information Systems Managers, Data Administrators, and Database Consultants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced*	N/A	N/A
New Hires, Experienced	\$11.00 - \$40.75	\$26.37
3+ Years With Firm	\$15.00 - \$50.00	\$34.09
* Work Experience Required		

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,320 - 1,900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **43.9%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **60%** Grow - **40%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **53%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Offices and Clinics of Medical Doctors

RECRUITMENT METHODS

Employee Referrals	60%
Internet	53%
Colleges	33%
Word of Mouth	33%
Newspaper Ads	27%

SUPPLY & DEMAND

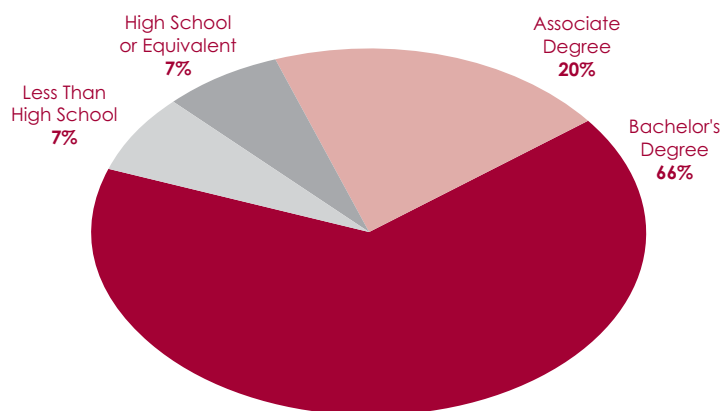
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. Experience is required for all applicants. The turnover rate is **26.6%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 25 hours per week. 1% work temporary for an average of 20 hours per week. 1% work seasonal for an average of 40 hours per week.
- ❖ Emerging occupations include Web Developers.
- ❖ 27% of the employees are female, and 73% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **All** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer and Information Sciences, Management Information Systems and Business Data Processing.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Ability to write documentation of computer procedures
- ❖ Ability to analyze data to solve problems
- ❖ Knowledge of software applications

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Customer service skills

Basic Skills

- ❖ Ability to write effectively
- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to think logically

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ C++
- ❖ Oracle
- ❖ Unix
- ❖ Structured Query Language (SQL)

For Career Advancement

- ❖ Leadership
- ❖ Team skills
- ❖ Communication skills
- ❖ Problem solving skills
- ❖ Software networking skills
- ❖ Troubleshooting
- ❖ Financial knowledge
- ❖ Logical thinking
- ❖ Management
- ❖ Good customer skills
- ❖ Good work ethic
- ❖ Flexibility

New Skills

- ❖ Cisco routing programming
- ❖ Java application knowledge
- ❖ Keeping current with new software applications

Desktop Publishers

Employers: 15 ❖ Employees: 109

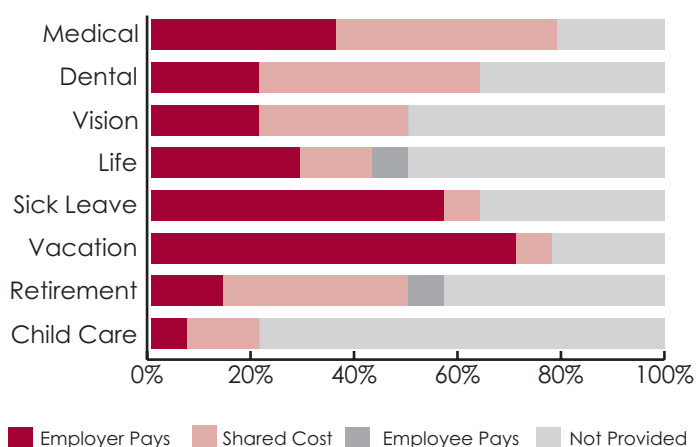
Desktop Publishers format typescript and graphic elements using computer software to produce publication ready material.

Alternate Job Titles: Graphic Artists, Desktop Operators, Graphic Designers, Production Artists, and Pre Press Operators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 9.00 - \$10.00	\$ 10.00
New Hires, Experienced:	\$ 9.00 - \$20.00	\$ 15.00
3+ Yrs. With Firm:	\$ 10.00 - \$25.00	\$ 19.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 360 – 560

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **55.6%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **67%** Grow **33%**

Projected Next 24 Months

Decline **0%** Remain Stable **40%** Grow **60%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Commercial Printing
Newspapers and Periodicals

RECRUITMENT METHODS

Employee Referrals	73%
Newspaper Ads	67%
Internet	60%

SUPPLY & DEMAND

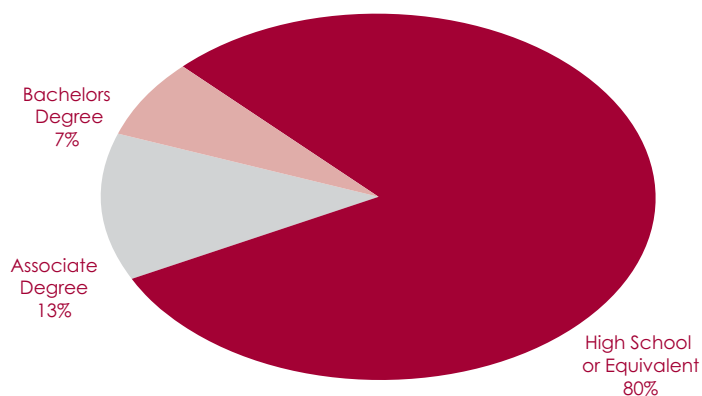
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **8.3%**

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 80% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 43 hours per week. 4% work part-time for an average of 28 hours per week.
- ❖ 93% of employers have a day shift. 20% of employers have a swing shift, and 27% have a graveyard shift.
- ❖ 59% of the employees are male, and 41% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



80% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 3 months. 67% of the employers report that technical or vocational training is not required.

53% of the employers surveyed report previous work experience is required. 13% report it is not required but preferred. The average length of work experience required is 20 months. 90% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to submit portfolio of work
- ❖ Ability to use graphics software
- ❖ Lithographic camera work skills
- ❖ Layout and detail skills
- ❖ Ability to interview others for information
- ❖ Ability to use desktop publishing software
- ❖ Graphic arts skills
- ❖ Ability to write effectively

Physical

- ❖ Manual dexterity
- ❖ Possession of good color perception

Personal or Other

- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Imagination and creativity
- ❖ Willingness to work with close supervision
- ❖ Ability to meet deadlines

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skill
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QuarkXpress
- ❖ Adobe Illustrator
- ❖ Adobe Photoshop
- ❖ Corel DRAW

For Career Advancement

- ❖ Leadership skills
- ❖ Continued education
- ❖ Creativity
- ❖ Ambition
- ❖ Technical ability
- ❖ Quality of performance

Basic Skills

- ❖ Color management
- ❖ Keep up to date on desktop software

Electrical Powerline Installers & Repairers

Employers: 16 ❖ Employees: 159

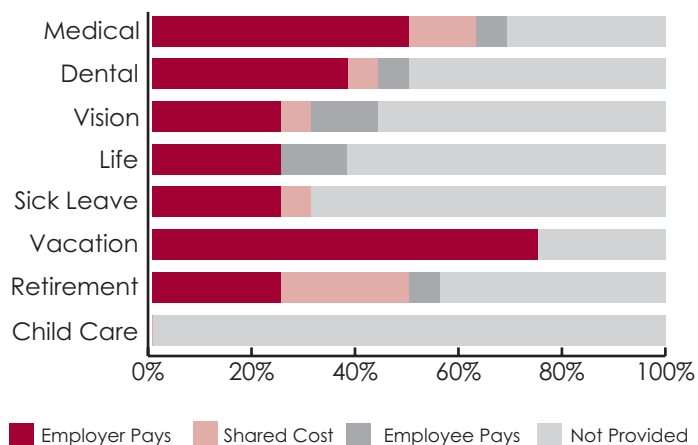
Electrical Powerline Installers and Repairers install and repair cables or wires used in electrical power or distribution systems. They install insulators, erect wooden poles and light or heavy duty transmission towers. Includes workers such as Cable Splicers and Trouble Shooters, but does not include repairers of transformers and substation equipment, and telephone and telegraph communications workers.

Alternate Job Titles: Electrical Linemen, Journeyman Electricians, and Electricians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$10.00	\$ 9.00
New Hires, Experienced	\$8.00 - \$33.61	\$15.00
3+ Years With Firm	\$8.00 - \$36.00	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 710 - 900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **26.8%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 38% Grow - 56%

Projected Next 24 Months

Decline - 6% Remain Stable - 75% Grow - 19%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electrical Work
Local Governments

RECRUITMENT METHODS

Employee Referrals	56%
Newspaper Ads	50%
Walk-In Applicants	25%
Internet	19%

SUPPLY & DEMAND

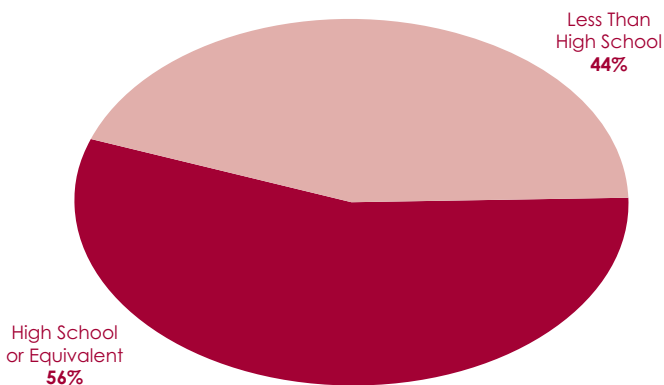
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **26.7%**.

WORK PATTERNS

- ❖ 88% of all employers promote.
- ❖ 88% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 41 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 3% of the employees are female, and 97% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (53%) employers report they will not accept training in lieu of experience. **Almost all (81%)** employers report that technical or vocational training is not required. **Almost all (88%)** employers require previous work experience. **Most (67%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer, Math, and Electronics Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read working drawings
- ❖ Problem solving skills
- ❖ Possession of a valid Class B driver's license
- ❖ Ability to operate trenching machines
- ❖ Ability to perform electrical work
- ❖ Ability to implement safe work practices
- ❖ Ability to read blueprints
- ❖ Ability to operate electric testing equipment

Physical

- ❖ Ability to climb poles
- ❖ Possession of good color perception

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Willingness to work on-call
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Excel
- ❖ AutoCAD
- ❖ Rockwell Automation Software

For Career Advancement

- ❖ Supervisory skills
- ❖ Motivational skills
- ❖ Competence
- ❖ Knowledge of electrical codes
- ❖ Leadership qualities
- ❖ Customer service skills
- ❖ Continued education
- ❖ Mechanical aptitude
- ❖ Mathematical skills

New Skills

- ❖ Computerized equipment knowledge
- ❖ Knowledge of new electrical codes

Employment Interviewers, Private & Public Employment Service

Employers: 15 ❖ Employees: 241

Employment Interviewers, Private or Public Employment Service interview job applicants in employment office and refer them to prospective employers for consideration. They search application files, notify selected applicants of job openings, and refer qualified applicants to prospective employers. They contact employers to verify referral results. They record and evaluate various pertinent data.

Alternate Job Titles: Recruiters, Staffing Consultants, Employment Programmers, Staffing Specialists, Employment Program Representatives, and Account Executives.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average: **N/A***

*This is a Non-SOC occupation. EDD projections are solely available for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline **40%** Remain Stable **33%** Grow **27%**

Projected Next 24 Months

Decline **7%** Remain Stable **33%** Grow **60%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Private Employment Agencies
One Stop Centers, Employment Development Department

RECRUITMENT METHODS

Newspaper Ads	87%
Internet	73%
Employee Referrals	47%

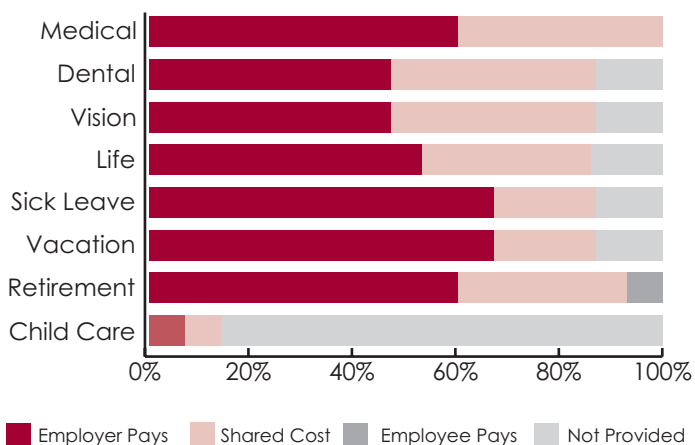
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **9.3%**

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$19.18	\$ 13.50
New Hires, Experienced:	\$ 11.00 - \$21.77	\$ 15.00
3+ Yrs. With Firm:	\$ 12.27 - \$21.77	\$ 18.00

Fringe Benefits



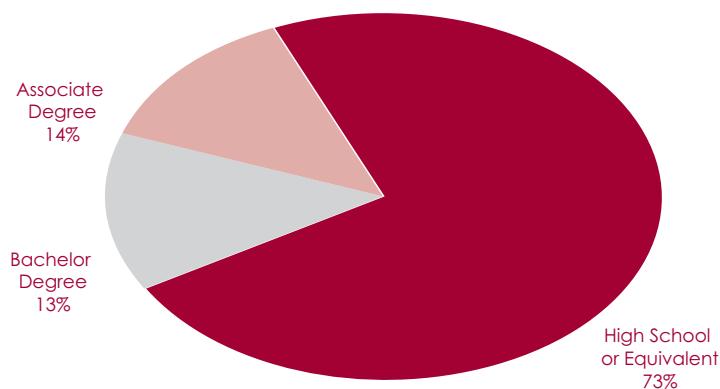
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 100% of all employers surveyed do promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 88% of employees work full time for an average of 40 hours per week. 12% work part-time for an average of 26 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 34% of the employees are male, and 66% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



60% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 9 months. 100% of the employers report that technical or vocational training is not required.

67% of the employers surveyed report previous work experience is not required. 13% report it is not required but preferred. The average length of work experience required is 11 months. 60% employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of EEO & affirmative action programs and guidelines
- ❖ Counseling skills
- ❖ Personnel recruiting skills
- ❖ Knowledge of personnel classification procedures
- ❖ Record keeping skills
- ❖ Ability to apply sales techniques
- ❖ Personnel interviewing skills
- ❖ Ability to write effectively
- ❖ Telephone sales skills

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Tactfulness
- ❖ Customer service skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow directions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ PowerPoint
- ❖ Internet

For Career Advancement

- ❖ Good customer service skills
- ❖ Leadership skills
- ❖ Good communication skills
- ❖ Sales skills
- ❖ Ambition
- ❖ Public speaking skills

New Skills

- ❖ Navigating the Internet
- ❖ Computer skills

Financial Managers

Employers: 15 ❖ Employees: 53

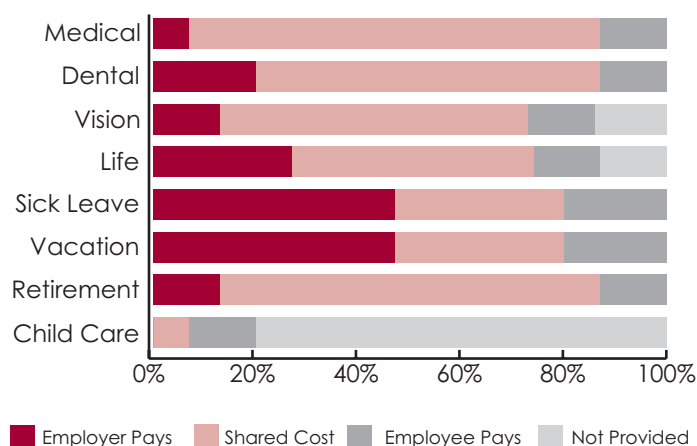
Financial Managers plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Alternate Job Titles: Chief Financial Officers, Client Managers, Wealth Management Specialists, Accounting Managers, and Finance Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	Insufficient Data	N/A
New Hires, Experienced:	\$11.51 - \$62.33	\$26.37
3+ Yrs. With Firm:	\$13.23 - \$76.71	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 8,010 – 9,420

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **17.6%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **73%** Grow **27%**

Projected Next 24 Months

Decline **7%** Remain Stable **47%** Grow **47%**

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Security and Commodity Services
Eating and Drinking Places

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	67%
Internet	53%

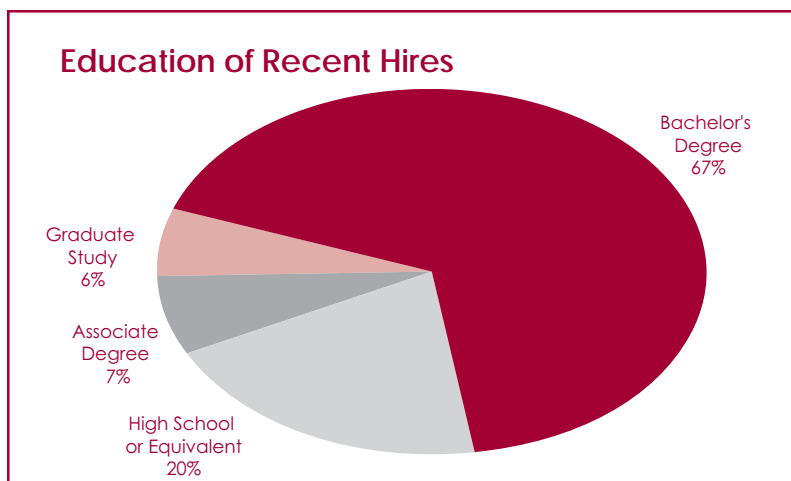
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **30.8%**

WORK PATTERNS

- ❖ 87% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 43 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift, and 7% have weekend shifts.
- ❖ 49% of the employees are male, and 51% are female.

EMPLOYER REQUIREMENTS



86% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 8 months. 73% of the employers report that technical or vocational training is not required.

87% of the employers surveyed report previous work experience is required. 7% report that it is not required but preferred. The average length of work experience required is 49 months. 71% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Certificate in Financial Planning
- ❖ Certified Public Accountant License
- ❖ Report writing skills
- ❖ Ability to apply techniques of statistical analysis
- ❖ Cost analysis skills
- ❖ Budget analysis skills
- ❖ Ability to plan and organize the work of others
- ❖ Understanding regulations affecting financial institutions
- ❖ Verbal presentation skills
- ❖ Ability to hire and assign personnel
- ❖ Ability to interpret actuarial and probability of loss tables
- ❖ Ability to use computers in accounting applications
- ❖ Ability to perform advanced mathematical computations
- ❖ Financial planning skills

Personal or Other

- ❖ Ability to work independently

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ PowerPoint
- ❖ Hyperion

For Career Advancement

- ❖ Leadership skills
- ❖ Management skills
- ❖ Analytical skills
- ❖ Presentation skills
- ❖ Investment Portfolio
- ❖ Communication skills
- ❖ Continuing education
- ❖ Dependability

New Skills

- ❖ Business survey

First Line Supervisors/Managers of Mechanics, Installers & Repairers

Employers: 15 ❖ Employees: 45

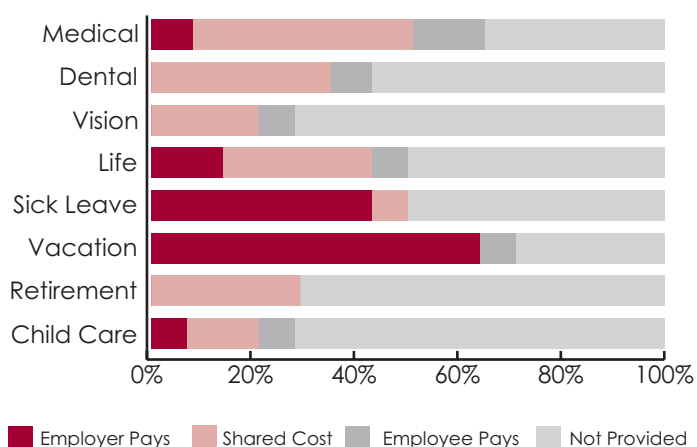
First Line Supervisors/Managers of Mechanics, Installers and Repairers directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles: Foremen, Shop Foremen, General Managers, Operations Managers, and Service Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$15.34	\$11.05
New Hires, Experienced	\$6.75 - \$23.25	\$19.18
3+ Years With Firm	\$9.00 - \$33.56	\$23.04

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,920 - 4,820

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.0%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 86% Grow - 7%

Projected Next 24 Months

Decline - 0% Remain Stable - 73% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Residential Building Construction
Heavy Construction, Except Highways

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
In-House Promotion	20%
Walk-Ins	20%

SUPPLY & DEMAND

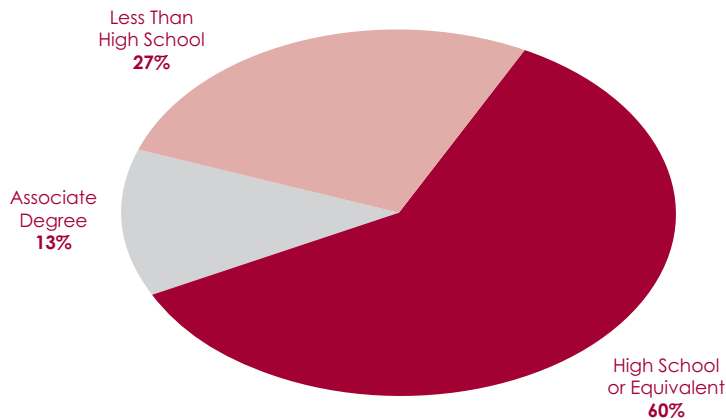
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **30.9%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 41 hours per week. 11% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 13% of the employees are female, and 87% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Operations Management and Supervision.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to maintain shop and service records
- ❖ Ability to explain and follow grievance procedures
- ❖ Ability to follow safe equipment operating practices
- ❖ Ability to give oral instructions
- ❖ Problem solving skills
- ❖ Ability to conduct performance appraisals
- ❖ Ability to plan and organize the work of others
- ❖ Business math skills
- ❖ Ability to write effectively
- ❖ Knowledge of the technical aspects of subordinates' duties

Personal or Other

- ❖ Ability to motivate others
- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Ability to set work priorities
- ❖ Ability to manage a multicultural workforce
- ❖ Interpersonal skills
- ❖ Ability to manage unexpected situations or circumstances
- ❖ Ability to work under pressure
- ❖ Ability to deal effectively with difficult individuals

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word, Excel and Access
- ❖ QuickBooks

For Career Advancement

- ❖ Good performance
- ❖ Honesty, punctuality, and dependability
- ❖ Good customer service
- ❖ Management skills
- ❖ Business knowledge

New Skills

- ❖ Computer and scanner knowledge
- ❖ Satellite systems

Fitness & Wellness Coordinators

Employers: 15 ❖ Employees: 112

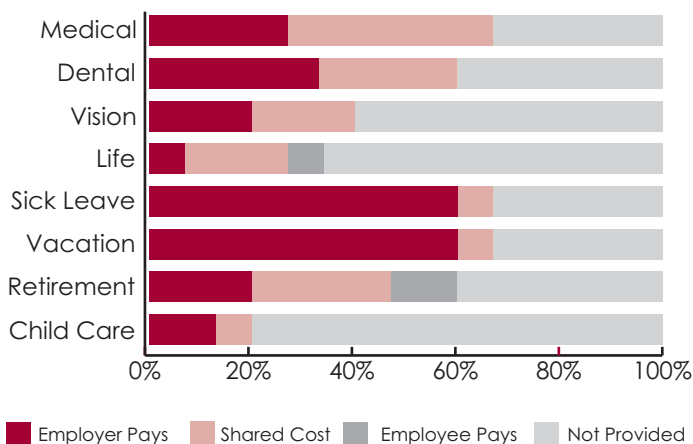
Fitness & Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. Fitness & Wellness Coordinators also arrange health fairs, seminars, and workshops.

Alternate Job Titles: Gym Instructors, Fitness Managers, Health Promoters, Health Educators, and Benefits Counselors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.50 - \$17.90	\$11.19
New Hires, Experienced	\$ 7.00 - \$19.18	\$16.00
3+ Years With Firm	\$10.00 - \$31.00	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **N/A***

Growth Rate Relative to County Average: **N/A***

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Various Businesses

RECRUITMENT METHODS

Employee Referrals	53%
Walk-In Applicants	40%
Newspaper Ads	40%
Internet	33%
Colleges	27%
School Referrals	27%

SUPPLY & DEMAND

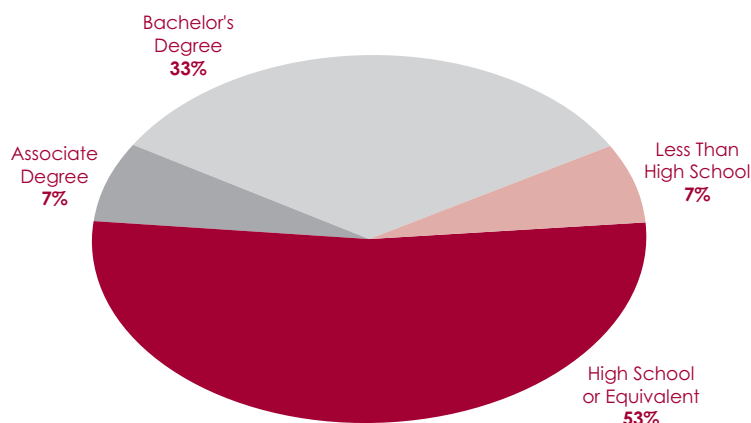
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **17.3%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% are union.
- ❖ 62% of employees work full time for an average of 40 hours per week. 37% of employees work part-time for an average of 24 hours per week. 1% of employees work seasonal for an average of 16 hours per week.
- ❖ 76% of the employees are female, and 24% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will accept training in lieu of experience. Many employers report that technical or vocational training is not required. Some employers require previous work experience, and many employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Health Education, Physical Fitness Education, Fitness and Aging, and Workplace Wellness.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of anatomy and physiology
- ❖ Ability to perform CPR
- ❖ Ability to administer emergency first aid
- ❖ Ability to apply teaching techniques
- ❖ Exercise equipment use skills
- ❖ Possession of a Certified Health Education Specialist (CHES) certificate

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to exercise patience
- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Leadership skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ PowerPoint

For Career Advancement

- ❖ Leadership skills
- ❖ Organizational and communication skills
- ❖ HIV knowledge
- ❖ Self-motivated
- ❖ Bilingual
- ❖ Management skills

New Skills

- ❖ Working with clients with multiple diagnoses
- ❖ Going to health seminars

Food Preparation Workers

Employers: 15 ❖ Employees: 157

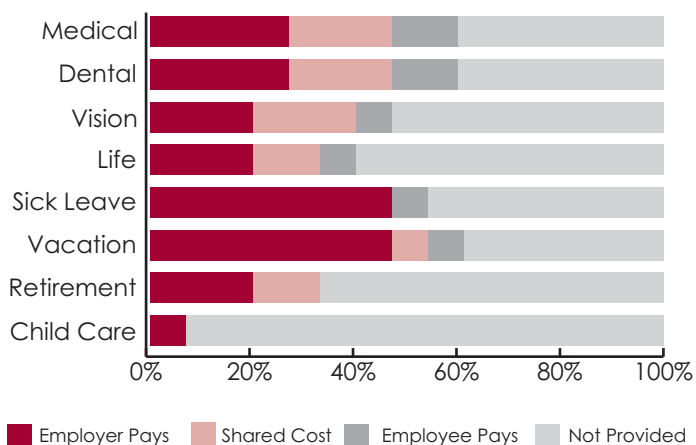
Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Alternate Job Titles: Prep Cooks, Kitchen Helpers, and Preparation Kitchen Workers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.50	\$6.75
New Hires, Experienced	\$6.75 - \$10.00	\$7.25
3+ Years With Firm	\$7.00 - \$14.00	\$9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 11,440 - 12,640

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **10.5%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **73%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **47%** Grow - **53%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places
Hospitals
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Walk-Ins	73%
Employee Referrals	67%
Newspaper Ads	53%
In-House Promotion	13%

SUPPLY & DEMAND

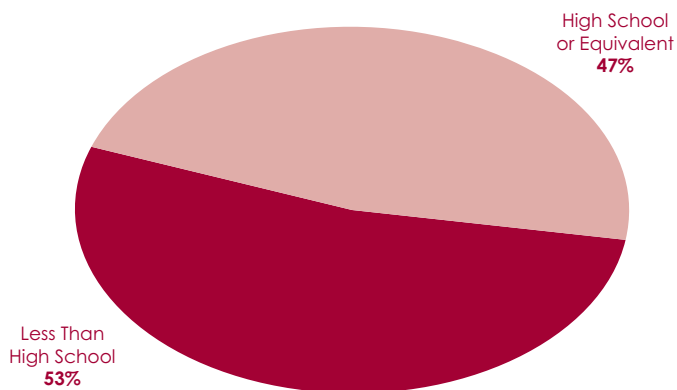
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **42.6%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 85% of employees work full time for an average of 40 hours per week. 15% of employees work part-time for an average of 20 hours per week.
- ❖ 100% of employers have a day shift. 47% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ 22% of the employees are female, and 78% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (78%) employers report they will not accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Many (53%)** employers require previous work experience, and **most (56%)** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of a sanitary work environment
- ❖ Sandwich making skills
- ❖ Ability to handle multiple food orders in a timely fashion
- ❖ Certified as a food handler
- ❖ Ability to operate a cash register

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to work rapidly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

For Career Advancement

- ❖ Accuracy and punctuality
- ❖ Cleanliness
- ❖ Familiarity with different diet plans
- ❖ Multi-tasking
- ❖ Organizational skills
- ❖ Interpersonal skills

New Skills

- ❖ Health codes and safety requirements
- ❖ Knowledge of medical charts

Food Service Managers

Employers: 15 ❖ Employees: 48

Food Service Managers plan, direct, or coordinate activities of an organization or department that serves food and beverages.

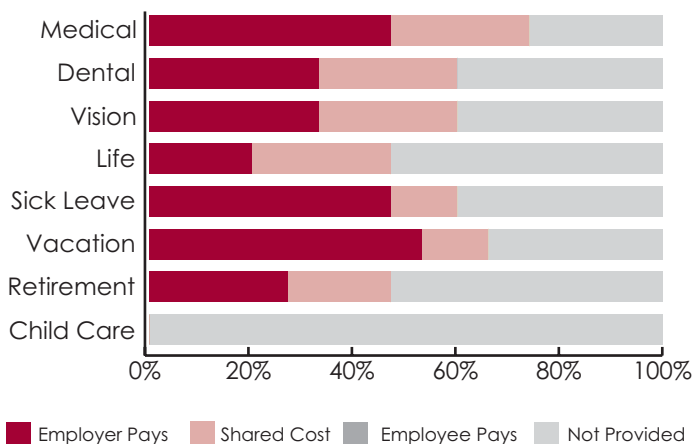
Alternate Job Titles: Kitchen Managers, Dining Managers, Chef Managers, General Managers, Banquet Coordinators, and Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 9.50* - \$27.24	\$10.23
New Hires, Experienced:	\$ 8.00 - \$23.01	\$13.82
3+ Yrs. With Firm:	\$10.00 - \$25.31	\$15.00

*Few employers hire Food Service Managers with no experience; consequently the wages they reported are skewed in this category.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 2,140 – 2,440

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **14.0%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline 7% Remain Stable 80% Grow 13%

Projected Next 24 Months

Decline 0% Remain Stable 80% Grow 20%

The reported percentages apply to employers responding to these questions

WHERE THE JOBS ARE

Eating and Drinking Places
Hotels and Motels
Hospitals and Personal Care Facilities

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	67%
Walk-In Applicants	67%

SUPPLY & DEMAND

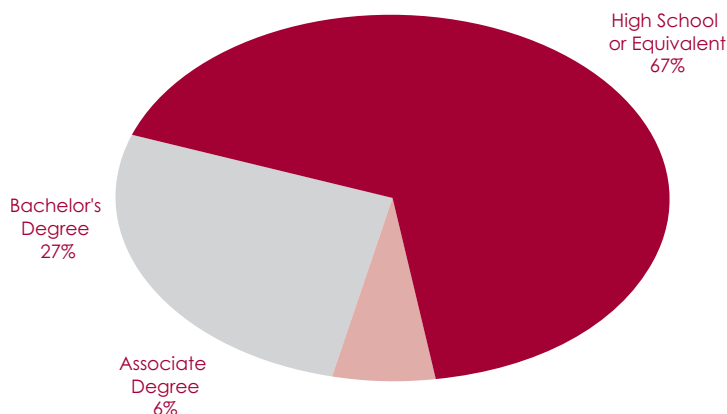
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **17.0%**

WORK PATTERNS

- ❖ 67% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 42 hours per week.
- ❖ 100% of employers have a day shift. 47% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 50% of the employees are male, and 50% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



71% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 18 months. 87% of the employers report that technical or vocational training is not required.

87% of the employers surveyed report previous work experience is required. 7% report it is not required but preferred. The average length of work experience required is 24 months. 50% employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Ability to hire and assign personnel
- ❖ Ability to plan and organize the work of others
- ❖ Ability to manage an activity or department
- ❖ Business math skills
- ❖ Food preparation skills
- ❖ Catering skills
- ❖ Ability to follow purchasing procedures
- ❖ Ability to write effectively
- ❖ Problem solving skills
- ❖ Ability to maintain financial records
- ❖ Understanding of inventory techniques

Personal or Other

- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Customer service skills
- ❖ Public contact skills

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint

For Career Advancement

- ❖ Interpersonal and communication skills
- ❖ Organization skills
- ❖ Continued education
- ❖ Punctuality
- ❖ Knowledge of food preparation

New Skills

- ❖ Computer skills
- ❖ Knowledge of new equipment
- ❖ Requirements of health and safety

Foreign Language & Literature Teachers - Postsecondary

Employers: 15 ❖ Employees: 263

Foreign Language and Literature Teachers, Postsecondary, teach courses in foreign (e.g., other than English) languages and literature.

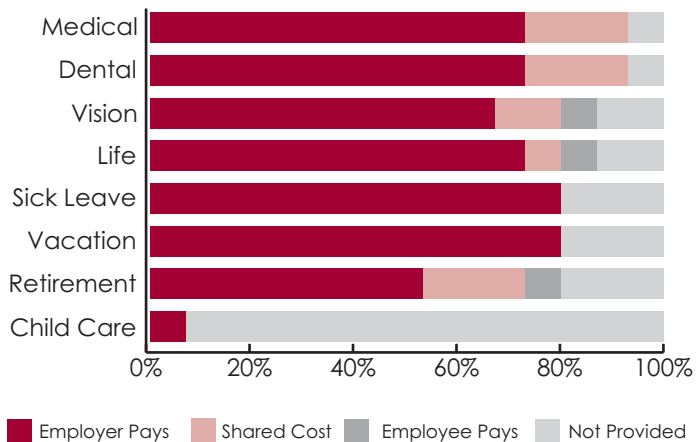
Alternate Job Titles: Foreign Language Instructors and Faculty Members/Professors.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$23.97	\$17.58
New Hires, Experienced	\$7.50 - \$23.97	\$18.65
3+ Years With Firm	\$8.95 - \$29.39	\$20.57

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.94 - \$20.14	\$18.61
New Hires, Experienced	\$17.74 - \$22.05	\$21.58
3+ Years With Firm	\$20.14 - \$24.93	\$21.73

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 90 - 110

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **22.2%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 53% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Colleges and Universities

RECRUITMENT METHODS

Colleges	60%
Internet	47%
Newspaper Ads	27%
Employee Referrals	27%
Trade Journals	20%

SUPPLY & DEMAND

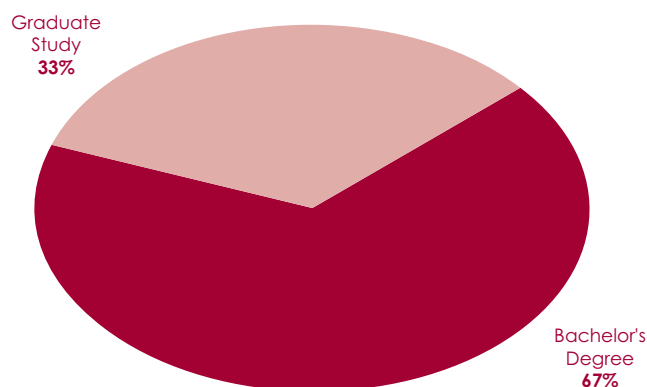
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **5.7%**.

WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 33% of employers surveyed are union, and 67% are non-union.
- ❖ 67% of employees work full time for an average of 40 hours per week. 33% of employees work part-time for an average of 16 hours per week.
- ❖ 62% of the employees are female, and 38% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Liberal Arts Studies, General Teacher Education, and Foreign Language Studies.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangetworks www.orangetworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a designated subjects teaching credential
- ❖ Ability to analyze statistics
- ❖ Ability to write effectively
- ❖ Ability to use computer applications in research
- ❖ Counseling skills
- ❖ Library research skills
- ❖ Foreign language fluency

Personal or Other

- ❖ Willingness to work nights
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Scholarship
- ❖ Community service
- ❖ Budget and time management
- ❖ Communication skills
- ❖ Research
- ❖ Scholarly publications
- ❖ Flexibility
- ❖ Good work ethic
- ❖ Teaching skills
- ❖ Leadership
- ❖ Flexibility
- ❖ Professional growth

Graphic Art Designers

Employers: 15 ❖ Employees: 44

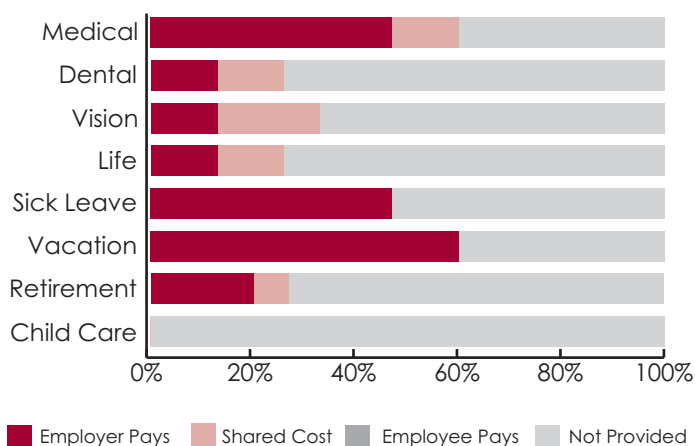
Graphic Art Designers apply extensive training in the theory and practice of graphic design to produce visually appealing material used for advertising, promotional, publishing, or communication purposes.

Alternate Job Titles: Graphic Designers, Graphic Artists, and Art Directors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$15.00	\$10.00
New Hires, Experienced	\$8.63 - \$16.00	\$12.66
3+ Years With Firm	\$11.99 - \$30.00	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **N/A***

Growth Rate Relative to County Average: **N/A***

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **47%** Grow - **53%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **27%** Grow - **66%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Consumer Electronics
Publishing, Entertainment and
Telecommunications

RECRUITMENT METHODS

Colleges	87%
Employee Referrals	67%
Newspaper Ads	47%
Word of Mouth	40%
Internet	27%
Walk-In Applicants	27%

SUPPLY & DEMAND

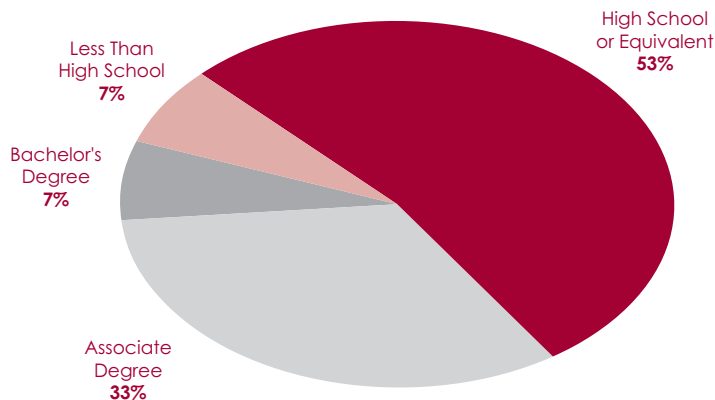
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **5.9%**.

WORK PATTERNS

- ❖ 33% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 84% of employees work full time for an average of 40 hours per week. 16% of employees work part-time for an average of 30 hours per week.
- ❖ Emerging occupations include Web Designers and Developers.
- ❖ 34% of the employees are female, and 66% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **Most** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer and Information Sciences, Management Information Systems and Business Data Processing.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of design and production techniques, principles, tools, and instruments

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Ability to work as a team member
- ❖ Visual skills
- ❖ Good visual color discrimination

Basic Skills

- ❖ Oral communication and comprehension skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Quark Xpress
- ❖ Adobe Photoshop and Illustrator
- ❖ Knowledge of Macintosh computers and graphics software

For Career Advancement

- ❖ Client communication skills
- ❖ Detail oriented
- ❖ Efficiency
- ❖ Adaptability
- ❖ Creativity
- ❖ Leadership
- ❖ Interpersonal skills
- ❖ Critical thinking
- ❖ Professionalism

New Skills

- ❖ Knowledge of 3-D software
- ❖ Cross-platforming
- ❖ Web design and development
- ❖ Adapting to new technology

Guards & Watch Guards

Employers: 15 ❖ Employees: 1,636

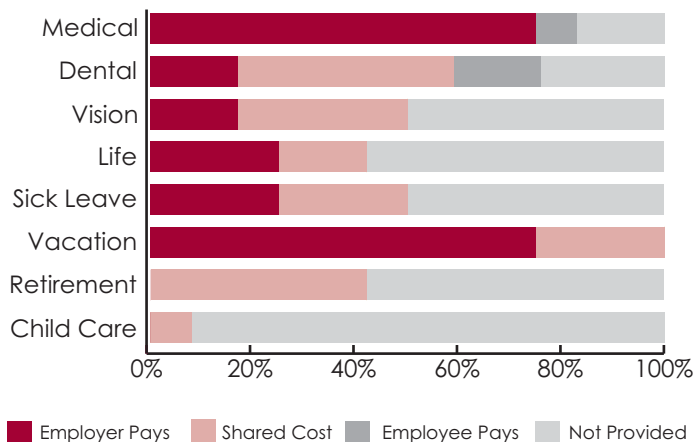
Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Alternate Job Titles: Security Officers, Security Guards, Patrol Officers, and Loss Prevention Security Officers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$12.76	\$8.00
New Hires, Experienced	\$7.25 - \$14.00	\$9.00
3+ Years With Firm	\$7.25 - \$16.00	\$11.99

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,680 - 14,310

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **34.0%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 27% Grow - 73%

Projected Next 24 Months

Decline - 0% Remain Stable - 27% Grow - 73%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Detective, Guard and Armored Car Services
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Newspaper Ads	80%
Employee Referrals	53%
Word of Mouth	47%
Walk-In Applicants	20%

SUPPLY & DEMAND

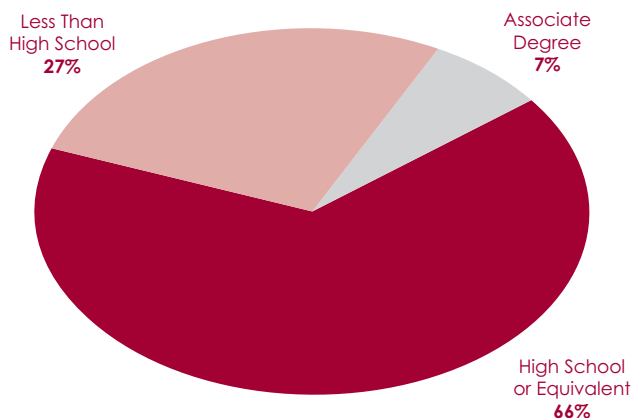
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **45.3%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 75% of employees work full time for an average of 40 hours per week. 21% of employees work part-time for an average of 24 hours per week. 4% of employees work temporary or on call for an average of 11 hours per week.
- ❖ 80% of employers have day and graveyard shifts. 73% of employers have a swing shift.
- ❖ Emerging occupations include Terrorism Threat Assessment and Executive Protection.
- ❖ 16% of the employees are female, and 84% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (63%) employers report they will accept training in lieu of experience. **Some (27%)** employers report that technical or vocational training is required. **Some (33%)** employers require previous work experience, and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Security and Loss Prevention, CPR and First Aid.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Security guard registration (Guard Card)
- ❖ Ability to follow security protection procedures
- ❖ Ability to use a baton
- ❖ Ability to administer emergency first aid
- ❖ Bondable
- ❖ Licensed to carry firearms
- ❖ Ability to write effectively
- ❖ Ability to operate video surveillance equipment
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Public contact skills
- ❖ Possession of a clean police record
- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Outlook

For Career Advancement

- ❖ Responsibility and reliability
- ❖ Good work ethic
- ❖ Attention to detail
- ❖ Follow through
- ❖ Loyalty and dedication
- ❖ Interpersonal and communication skills
- ❖ Organizational skills
- ❖ Investigative skills
- ❖ Observant
- ❖ Following rules

New Skills

- ❖ Use of communication and video equipment
- ❖ Search and rescue training
- ❖ Terrorist training
- ❖ Computer skills

Hand Packers & Packers

Employers: 15 ❖ Employees: 312

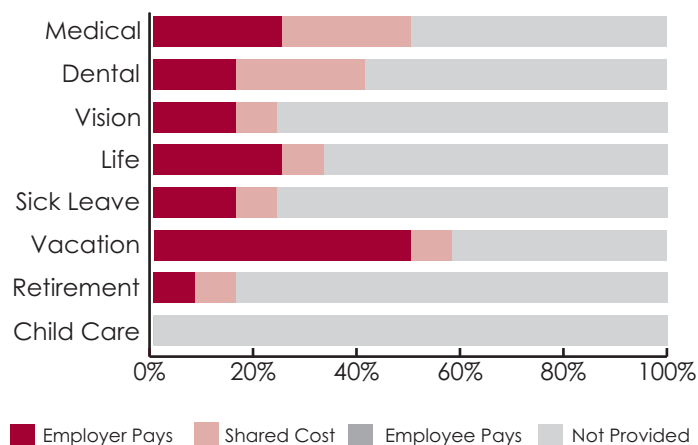
Hand Packers and Packers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

Alternate Job Titles: Material Handlers, Packing Personnel, Shipping and Production Personnel.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.00	\$6.90
New Hires, Experienced	\$6.75 - \$11.00	\$7.00
3+ Years With Firm	\$6.75 - \$14.38	\$8.05

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,470 - 13,200

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **26.1%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **71%** Grow - **29%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **53%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Personnel Supply Services

RECRUITMENT METHODS

Employee Referrals	80%
Walk-Ins	67%
Newspaper Ads	47%
Employment Development Dept.	13%

SUPPLY & DEMAND

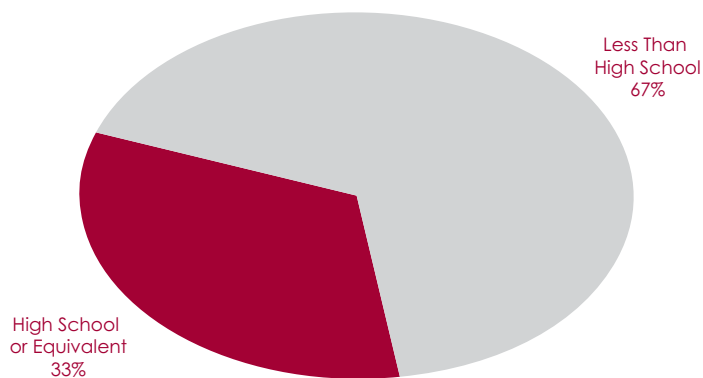
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **15.4%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 79% of employees work full time for an average of 40 hours per week. 4% of employees work part-time for an average of 33 hours per week. 16% of employees work seasonal for an average of 40 hours per week.
- ❖ 100% of employers have day shifts. 27% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 60% of the employees are female, and 40% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



All (100%) employers report they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Almost all (87%)** employers do not require previous work experience, and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer Courses, Basic Math and English Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Physical

- ❖ Good hand-eye coordination
- ❖ Ability to sit continuously for 2 or more hours
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Manual dexterity

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Good work ethic and performance
- ❖ Detail oriented
- ❖ Punctuality
- ❖ Fluent in English, Bilingual
- ❖ Driver's license
- ❖ Mechanical aptitude
- ❖ Ability to follow directions
- ❖ Hardworking

Heating, Air Conditioning & Refrigeration Mechanics & Installers

Employers: 17 ❖ Employees: 292

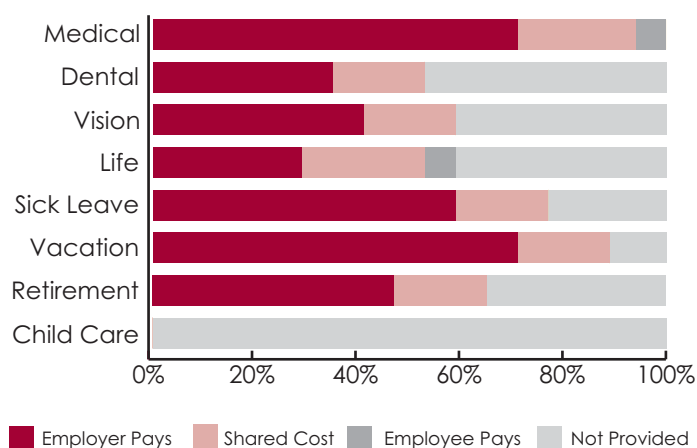
Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

Alternate Job Titles: A/C Technicians, Service Technicians, Sheet Metal Workers, and Air Conditioning Service Mechanics.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.25 - \$18.00	\$ 9.50
New Hires, Experienced	\$ 8.00 - \$25.00	\$12.00
3+ Years With Firm	\$12.00 - \$38.00	\$25.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,630 - 2,130

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **30.7%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 12% Remain Stable - 29% Grow - 59%

Projected Next 24 Months

Decline - 12% Remain Stable - 41% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Plumbing, Heating and Air Conditioning Industry
Electrical Repair Shops

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
Walk-In Applicants	47%
Employment Agencies	40%

SUPPLY & DEMAND

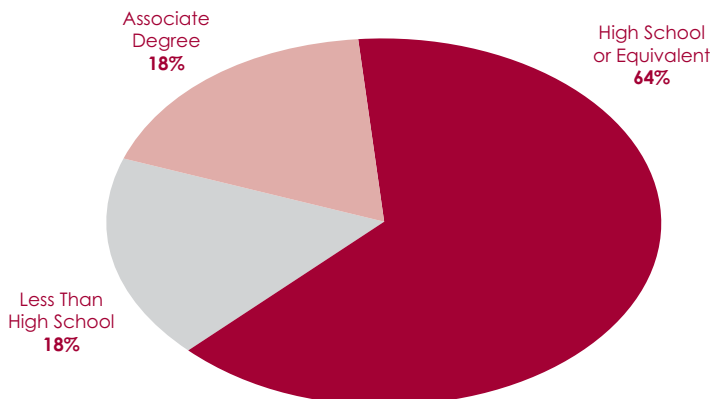
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **4.4%**.

WORK PATTERNS

- ❖ 71% of all employers promote.
- ❖ 82% of employers surveyed are non-union. 18% are union.
- ❖ 100% of employees work full time for an average of 40 hours per week.
- ❖ Emerging occupations include Air Duct Cleaning.
- ❖ 1% of the employees are female, and 99% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Heating, Air Conditioning and Refrigeration Mechanic and Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Welding skills
- ❖ Bondable
- ❖ Understanding circuit design
- ❖ Ability to read blueprints
- ❖ Cost estimating skills
- ❖ Sheet metal working skills
- ❖ Plumbing skills
- ❖ Pipefitting skills
- ❖ Soldering skills
- ❖ Problem solving skills
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to lift at least 100 lbs. repeatedly
- ❖ Ability to provide own hand tools
- ❖ Possession of a good DMV driving record
- ❖ Public contact skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Communication skills
- ❖ Mechanical ability
- ❖ Quality work
- ❖ Enthusiasm
- ❖ Mechanical aptitude
- ❖ Dependability
- ❖ Ability to read blueprints

Human Service Workers

Employers: 15 ❖ Employees: 309

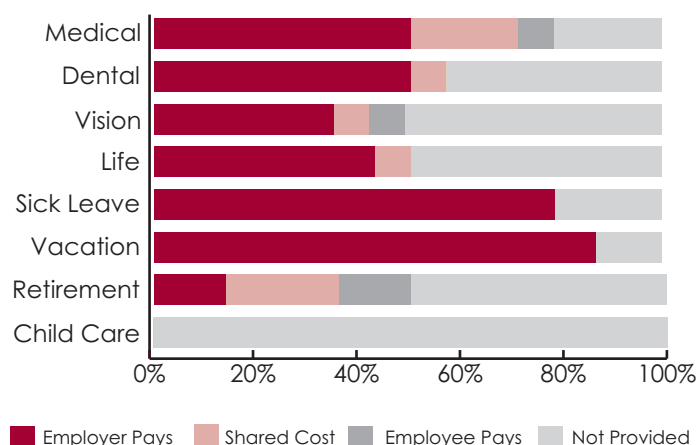
Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

Alternate Job Titles: Case Workers, Case Managers, Counselors, Social Workers, and Service Coordinators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.75 - \$16.30	\$12.33
New Hires, Experienced	\$10.50 - \$20.00	\$15.00
3+ Years With Firm	\$13.50 - \$22.05	\$19.54

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 730 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.1%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 13% Remain Stable - 60% Grow - 27%

Projected Next 24 Months

Decline - 7% Remain Stable - 73% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Individual and Family Services
Job Training and Related Services
Local Government, Excluding Hospitals and Education

RECRUITMENT METHODS

Newspaper Ads	80%
Internet	53%
Employee Referrals	40%
Colleges/Universities	27%

SUPPLY & DEMAND

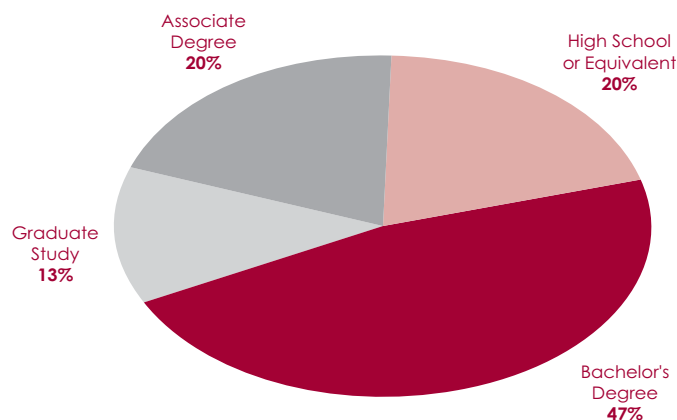
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **7.1%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 14 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift.
- ❖ 66% of the employees are female, and 34% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. Almost all (93%) employers report that technical or vocational training is not required. Most (60%) employers require previous work experience and many (50%) will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Marriage and Family Counseling, Clinical/Medical Social Work, and Substance Abuse/Addiction Counseling.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Food buying skills
- ❖ Ability to interview others for information
- ❖ Knowledge of protective services for children and adults
- ❖ Ability to treat substance abuse
- ❖ Knowledge of veterans' services
- ❖ Knowledge of geriatrics
- ❖ Record keeping skills
- ❖ Menu planning skills
- ❖ Ability to write effectively
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to think logically
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Outlook
- ❖ CAD Care
- ❖ Internet

For Career Advancement

- ❖ Good communication skills
- ❖ Demonstrates compassion
- ❖ Good customer service
- ❖ Obtaining a license
- ❖ Problem solving skills
- ❖ Masters degree
- ❖ Continuing education
- ❖ Research skills
- ❖ Knowledge of resources

New Skills

- ❖ Internet navigation
- ❖ Software skills

Interior Designers

Employers: 15 ❖ Employees: 62

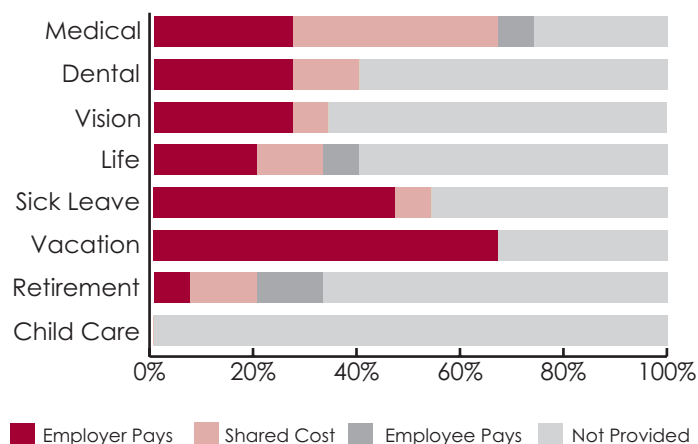
Interior Designers plan, design, and furnish interior environments of residential, commercial or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style or phase of interior design. Does not include Merchandise Display Designers.

Alternate Job Titles: Junior, Senior, and Lead Designers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$15.00	\$10.75
New Hires, Experienced	\$10.00 - \$25.00	\$16.78
3+ Years With Firm	\$12.00 - \$30.00	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 730 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.1%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 53% Grow - 40%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Interior Decorating Consulting Services
Interior Designing Services

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
School, Program Referrals	33%
Colleges/Universities	33%

SUPPLY & DEMAND

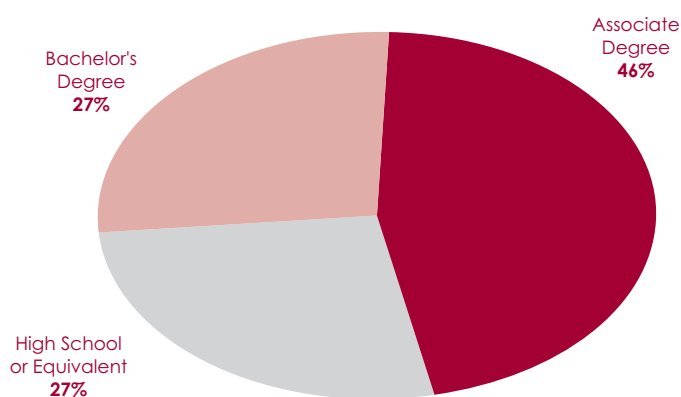
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **12.0%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 94% of employees work full time for an average of 40 hours per week. 6% of employees work part-time for an average of 30 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ Emerging occupations include Accessory Designer.
- ❖ 87% of the employees are female, and 13% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (62%) employers report they will not accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. **Many (53%)** employers require previous work experience and **most (69%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Textile Science and Interior Design.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read working drawings
- ❖ Cost estimating skills
- ❖ Freehand drawing skills
- ❖ Drafting skills
- ❖ Record keeping skills
- ❖ Layout and detail skills
- ❖ Understanding of building codes
- ❖ Computer assisted design (CAD) skills
- ❖ Artistic skills
- ❖ Verbal presentation skills
- ❖ Ability to write effectively

Physical

- ❖ Possession of good color perception

Personal or Other

- ❖ Public contact skills
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Willingness to work nights, weekends, and holidays

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word, Excel, and Access
- ❖ Auto CAD

For Career Advancement

- ❖ Meet sales goals, job performance
- ❖ Organizational skills
- ❖ Continuing education, management courses
- ❖ Creativeness and color and design sense
- ❖ Customer service skills

New Skills

- ❖ Computer and Internet research

Legal Secretaries

Employers: 16 ❖ Employees: 210

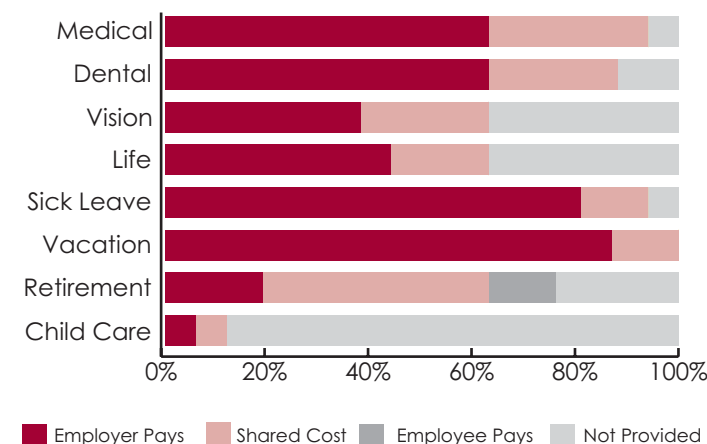
Legal Secretaries perform secretarial duties, utilizing legal terminology, procedures, and documents. They prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. They may also assist with legal research.

Alternate Job Titles: Paralegals.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 10.00 - \$17.43	\$ 14.55
New Hires, Experienced:	\$ 11.99 - \$27.76	\$ 20.73
3+ Yrs. With Firm:	\$ 14.00 - \$30.26	\$ 23.84

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 1,890 – 2,090

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **10.6%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline **12%** Remain Stable **50%** Grow **38%**

Projected Next 24 Months

Decline **0%** Remain Stable **44%** Grow **56%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Law Offices

RECRUITMENT METHODS

Newspaper Ads	69%
Employee Referrals	63%
Private Employment Agencies	63%

SUPPLY & DEMAND

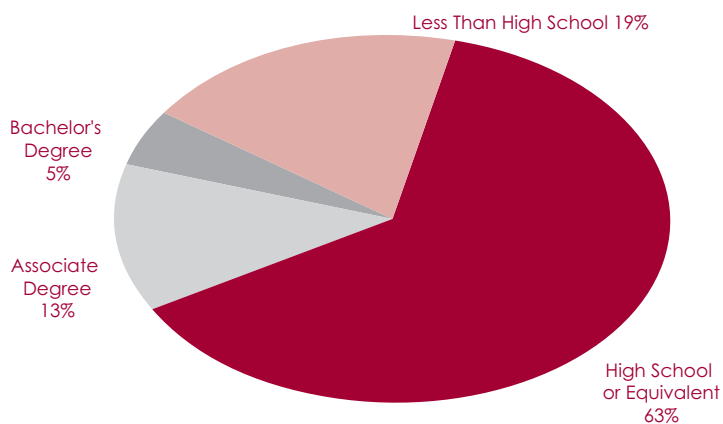
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **13.2%**

WORK PATTERNS

- ❖ 50% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 38 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 6% of the employees are male, and 94% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



87% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 4 months. 69% of the employers report that technical or vocational training is not required. 13% reported that it is not required but preferred. The average length of technical or vocational training required is 13 months.

75% of the employers surveyed report previous work experience is required. 19% report it is not required but preferred. The average length of work experience required is 36 months. 67% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to type at least 60 wpm
- ❖ Ability to take dictation at 100 wpm or more
- ❖ Ability to maintain an appointment calendar
- ❖ Proofreading skills
- ❖ Alphabetic and numeric filing skills
- ❖ Ability to write effectively
- ❖ Ability to operate a transcribing machine
- ❖ Ability to follow billing procedures
- ❖ Ability to use spreadsheet software
- ❖ Ability to use word processing software
- ❖ Record keeping skills
- ❖ Understanding of legal terms
- ❖ Telephone answering skills
- ❖ Understanding of court proceedings
- ❖ Ability to follow law office methods and procedures

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ WordPerfect
- ❖ Access
- ❖ Amicus
- ❖ E-Filing
- ❖ Legal Solutions
- ❖ Outlook

For Career Advancement

- ❖ Organization and communication skills
- ❖ Paralegal Certification

Loan & Credit Clerks

Employers: 16 ❖ Employees: 98

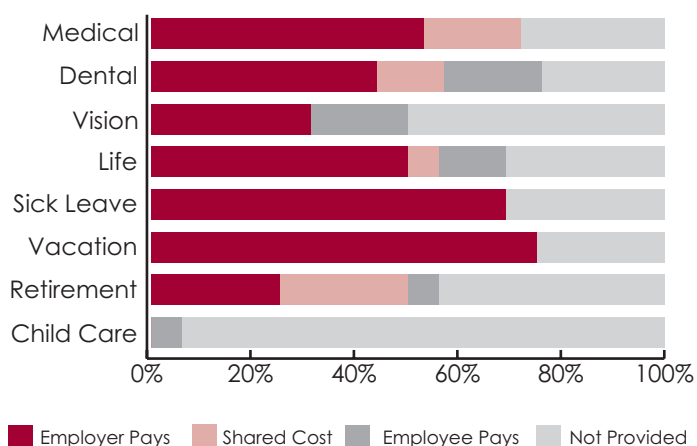
Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit. Does not include Loan Interviewers.

Alternate Job Titles: Loan Processors, Loan Officers, Credit Officers, Note Department Clerks, and Contract Processors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$13.90	\$10.30
New Hires, Experienced	\$8.00 - \$20.14	\$12.24
3+ Years With Firm	\$8.63 - \$23.01	\$13.69

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,650 - 3,270

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **23.4%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 50% Grow - 50%

Projected Next 24 Months

Decline - 0% Remain Stable - 37% Grow - 63%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Mortgage Bankers and Brokers
Commercial Banks

RECRUITMENT METHODS

Employee Referrals	75%
Newspaper Ads	63%
Internet	38%
In-House Promotion	25%
Word of Mouth	25%

SUPPLY & DEMAND

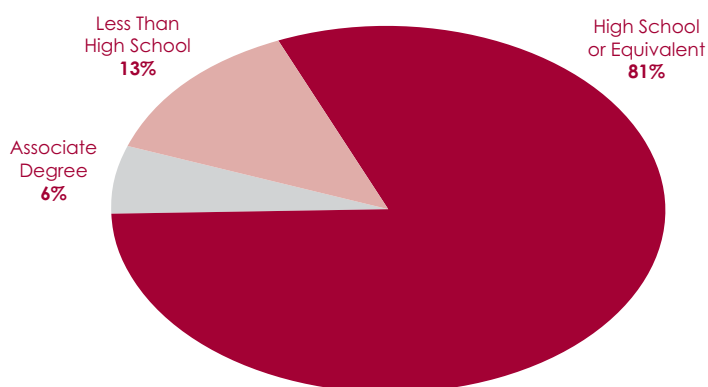
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **53.7%**.

WORK PATTERNS

- ❖ 63% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 95% of employees work full time for an average of 42 hours per week. 5% of employees work part-time for an average of 30 hours per week.
- ❖ 43% of the employees are female, and 57% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Some** employers require previous work experience and **many** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Banking and Financial Support Services.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Telephone answering skills
- ❖ Ability to perform detailed clerical work
- ❖ Ability to interview others for information
- ❖ Ability to use a calculator
- ❖ Ability to write effectively
- ❖ Record keeping skills
- ❖ Ability to type at least 45 wpm

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Willingness to work with close supervision
- ❖ Customer service skills
- ❖ Public contact skills

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Detail oriented
- ❖ Computer skills
- ❖ Math skills
- ❖ Good customer relations
- ❖ Social skills
- ❖ Interpersonal skills
- ❖ Knowledge of business
- ❖ Willingness to work overtime
- ❖ Competence
- ❖ Organizational skills
- ❖ Negotiating skills
- ❖ Telephone communication skills

New Skills

- ❖ Knowledge of new investor packages

Machinists

Employers: 15 ❖ Employees: 141

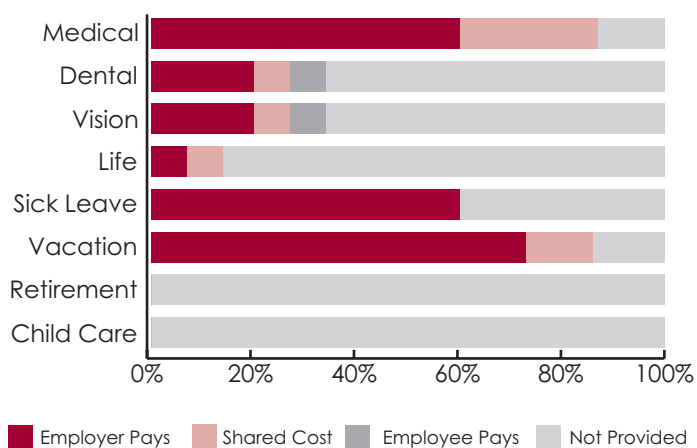
Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Alternate Job Titles: Set-up Machinists, General Machinists, and CNC Machinists.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.75 - \$ 9.00	\$ 6.75
New Hires, Experienced	\$ 7.00 - \$16.78	\$10.00
3+ Years With Firm	\$11.00 - \$21.58	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,910 - 7,010

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **18.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **20%** Remain Stable - **40%** Grow - **40%**

Projected Next 24 Months

Decline - **13%** Remain Stable - **27%** Grow - **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Industrial Machinery
Aircraft and Parts

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	67%
Walk-In Applicants	67%
Employment Development Dept.	7%

SUPPLY & DEMAND

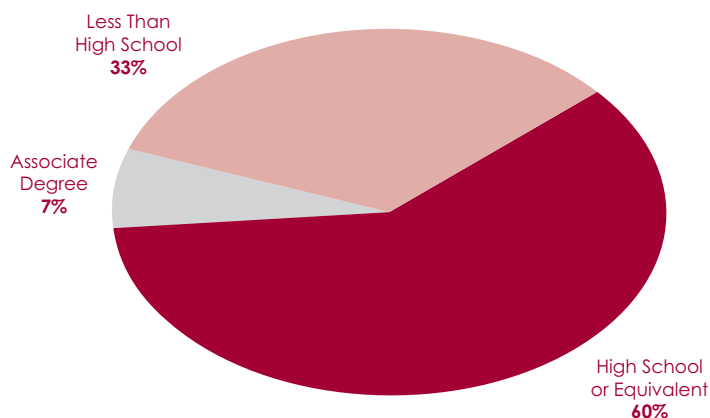
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **27.9%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 41 hours per week. 4% of employees work part-time for an average of 25 hours per week.
- ❖ 23% of the employees are female, and 77% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Machine Shop Assistants and Machinist/Machine Technologists.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read blueprints
- ❖ Ability to use hand tools
- ❖ Ability to write effectively
- ❖ Ability to use precision tools
- ❖ Understanding of military specifications
- ❖ Ability to operate numerically controlled (NC) machines
- ❖ Ability to operate computer numerically controlled (CNC) machines
- ❖ Shop math skills

Personal or Other

- ❖ Ability to provide own hand tools
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Manual dexterity
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to perform precision work
- ❖ Ability to stand continuously for 2 or more hours

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Adobe
- ❖ Numerical Control and Computer-Aided Manufacturing

For Career Advancement

- ❖ Communication skills
- ❖ Math skills
- ❖ Good productivity
- ❖ Quality work
- ❖ Knowledge of computer software
- ❖ Machining skills
- ❖ Leadership

New Skills

- ❖ Computer controlled machines

Maids and Housekeeping Cleaners

Employers: 15 ❖ Employees: 724

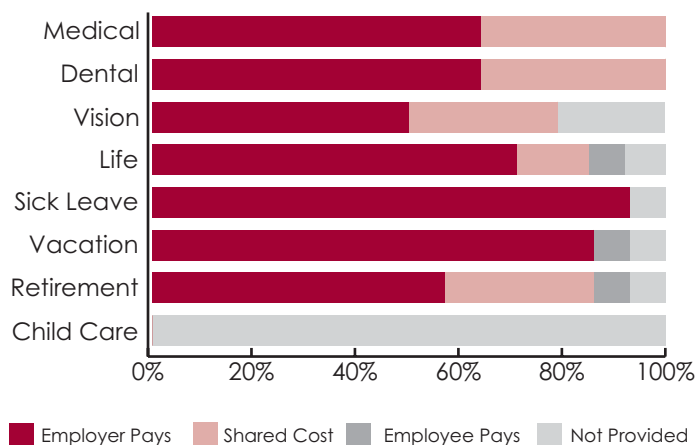
Maids and Housekeeping Cleaners perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Alternate Job Titles: Room Attendants, Housekeepers, and Janitors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 6.75 - \$ 9.30	\$ 7.18
New Hires, Experienced:	\$ 6.75 - \$ 9.30	\$ 7.35
3+ Yrs. With Firm:	\$ 7.25 - \$11.00	\$ 9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 8,820 – 10,530

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **19.4%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **53%** Grow **47%**

Projected Next 24 Months

Decline **0%** Remain Stable **47%** Grow **53%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hotels and Motels
Hospitals and Personal Care Facilities

RECRUITMENT METHODS

Employee Referrals	100%
Walk-In Applicants	93%
Newspaper Ads	73%

SUPPLY & DEMAND

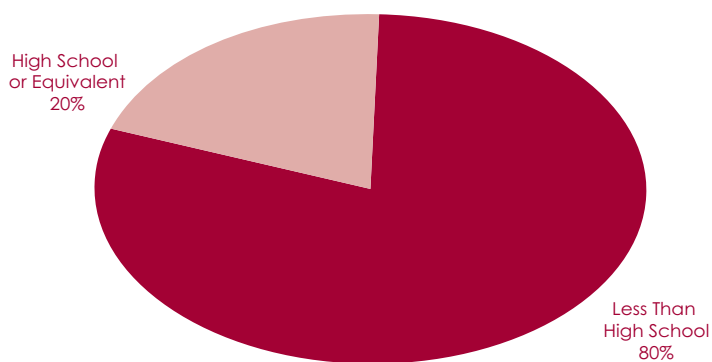
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **18.9%**.

WORK PATTERNS

- ❖ 100% of all employers surveyed do promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 40 hours per week. 5% work part-time for an average of 30 hours per week. 1% work temporary or on-call with an average of 10 hours per week. 4% are seasonal with an average of 19 hours per week.
- ❖ 100% of employers have a day shift. 33% of employers have a swing shift, and 20% have a graveyard shift.
- ❖ 19% of the employees are male, and 81% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



50% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 6 months. 100% of the employers report that technical or vocational training is not required.

47% of the employers surveyed report previous work experience is not required. 33% report it is not required but preferred. The average length of work experience required is 11 months. 50% employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to administer emergency first aid
- ❖ Ability to operate commercial laundry machines
- ❖ Bondable
- ❖ Understanding of cleaning compounds and solutions

Physical

- ❖ Ability to stand for prolonged periods
- ❖ Ability to lift at least 50 lbs.

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Possession of a reliable vehicle

Basic Skills

- ❖ Basic math skills
- ❖ Ability to follow oral instructions
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Bilingual skills
- ❖ English skills
- ❖ Communication skills
- ❖ Efficient and detailed
- ❖ Punctuality

New Skills

- ❖ Limited use of computers
- ❖ Knowledge of new cleaning chemicals and regulations

Maintenance Repairers - General Utility

Employers: 16 ❖ Employees: 203

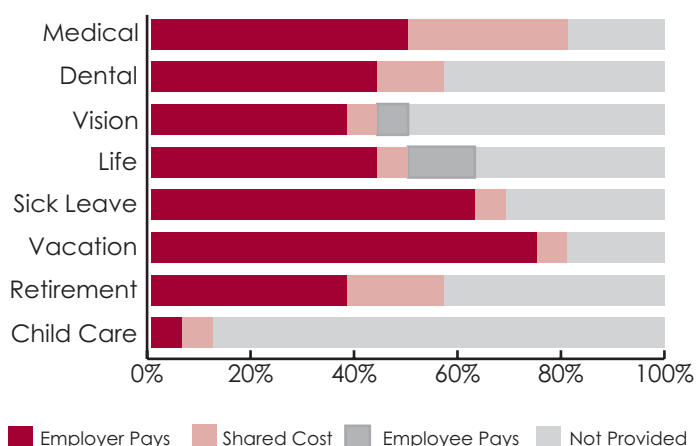
General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment, installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Alternate Job Titles: Maintenance Techs, Handymen, Service Managers, and Maintenance Workers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$6.25 - \$15.86	\$10.00
3+ Years With Firm	\$6.25 - \$25.00	\$14.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 12,410 - 15,450

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **24.5%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 56% Grow - 38%

Projected Next 24 Months

Decline - 0% Remain Stable - 88% Grow - 12%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Real Estate Agents, Lessors and Managers
Local Government

RECRUITMENT METHODS

Newspaper Ads	75%
Employee Referrals	50%
Word of Mouth	44%
Walk-In Applicants	25%
School Referrals	19%

SUPPLY & DEMAND

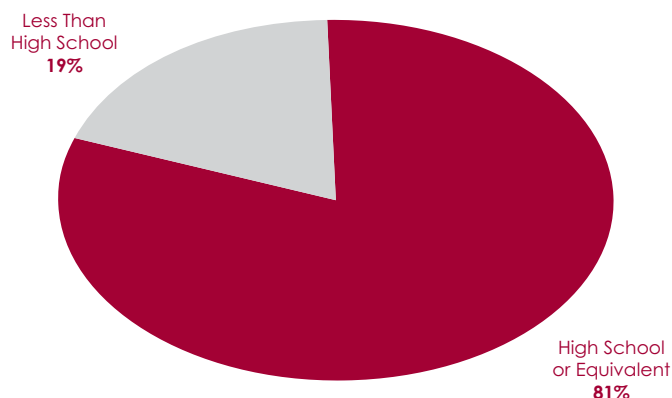
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **11.3%**.

WORK PATTERNS

- ❖ 56% of all employers promote.
- ❖ 94% of employers surveyed are non-union. 6% are union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 1% of employees work part-time for an average of 31 hours per week. 1% of employees work temporary or on-call for an average of 28 hours per week.
- ❖ 5% of the employees are female, and 95% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Mechanics and Repairers and Building/Property Maintenance and Manager.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Plumbing repair skills
- ❖ Carpentry skills
- ❖ Ability to repair and install heating and air conditioning systems
- ❖ Arc welding skills
- ❖ Ability to do cement work
- ❖ Electrical repair skills
- ❖ Gas welding skills
- ❖ Swimming pool maintenance skills
- ❖ Painting skills
- ❖ Ability to operate power hand tools
- ❖ Ability to read blueprints
- ❖ Record keeping skills

Personal or Other

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to provide own hand tools
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

Computer Software

- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Knowledge of equipment, tools, machines and repairs
- ❖ HVAC Certificate and certification in areas of specialization
- ❖ Physical ability
- ❖ Journey craft knowledge
- ❖ People skills
- ❖ Hard worker
- ❖ Management skills

Marketing, Advertising & Public Relations Managers

Employers: 15 ❖ Employees: 108

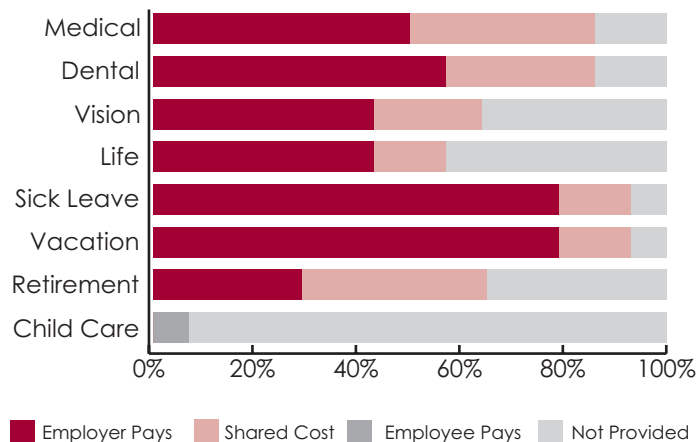
Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Alternate Job Titles: Sales Managers, Account Executives, Account Strategists, and Creative Directors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 9.21 - \$11.99	\$11.53
New Hires, Experienced	\$ 9.97 - \$33.56	\$16.78
3+ Years With Firm	\$10.00 - \$40.75	\$19.18

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 7,430 - 9,170

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.4%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **54%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Management and Public Relations

RECRUITMENT METHODS

Employee Referrals	60%
Internet	53%
Newspaper Ads	27%
Private Employment Agencies	27%

SUPPLY & DEMAND

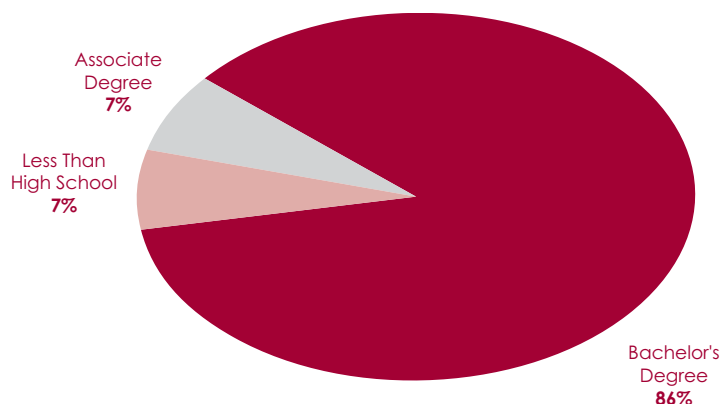
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **19.4%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 97% of employees work full time for an average of 42 hours per week. 2% of employees work part-time for an average of 20 hours per week, and 1% work temporary or on call for an average of 50 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 64% of the employees are female, and 36% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all (86%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (64%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Selling Skills and Sales Operations, Business, Management and Marketing, and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to manage an activity or department
- ❖ Ability to write effectively
- ❖ Media advertising sales skills
- ❖ Telephone sales skills
- ❖ Supervisory skills
- ❖ Understanding of labor relations practices
- ❖ Ability to analyze and use market research data and reports

Personal or Other

- ❖ Ability to maintain good customer relations
- ❖ Ability to work independently
- ❖ Ability to meet deadlines
- ❖ Willingness to work with close supervision
- ❖ Ability to maintain good business relationships
- ❖ Willingness to travel
- ❖ Ability to manage unexpected situations or circumstances
- ❖ Ability to manage multiple priorities

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Excel
- ❖ Access
- ❖ Publisher

For Career Advancement

- ❖ High Energy
- ❖ Leadership and interpersonal skills
- ❖ Continued education
- ❖ Marketing and sales skills
- ❖ Organized
- ❖ Solid presentation skills
- ❖ Strong writing skills
- ❖ Articulate

New Skills

- ❖ Internet use
- ❖ Computer skills

Mechanical Engineers

Employers: 15 ❖ Employees: 71

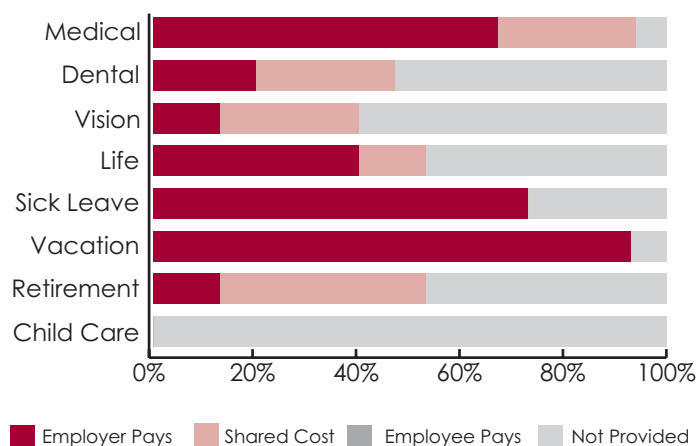
Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

Alternate Job Titles: Manufacturing Engineers, Mechanical Design Engineers, and Project Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.78 - \$23.97	\$18.70
New Hires, Experienced	\$ 9.00 - \$31.16	\$23.97
3+ Years With Firm	\$18.00 - \$38.36	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,930 - 3,470

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **18.4%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **40%** Remain Stable - **33%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **73%** Grow - **27%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Engineering and Architectural Services
Guided Missiles, Space Vehicles and
Aerospace

RECRUITMENT METHODS

Employee Referrals	73%
Internet	47%
Newspaper Ads	40%
In-House Promotion	27%

SUPPLY & DEMAND

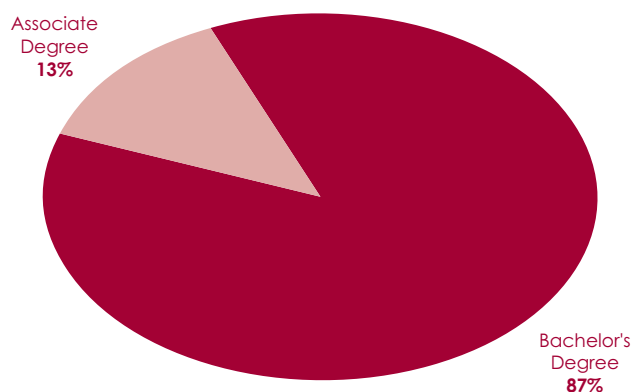
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **7.6%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 41 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 32% of the employees are female, and 68% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (71%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Mechanical Engineering, Computer Software and Physics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Engineering programming skills
- ❖ Computer integrated manufacturing (CIM) skills
- ❖ Ability to write effectively
- ❖ Ability to perform advanced mathematical computations
- ❖ Computer Aided Engineering skills
- ❖ Ability to use computer applications in research
- ❖ Computer Assisted Design (CAD) skills

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work irregular hours
- ❖ Ability to work as part of a team
- ❖ Ability to work under pressure
- ❖ Willingness to travel

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Access
- ❖ Quatro
- ❖ AutoCAD

For Career Advancement

- ❖ Management and business skills
- ❖ Computer skills
- ❖ Good communication skills
- ❖ Continuing education
- ❖ Professionalism

New Skills

- ❖ Keeping informed of new technology

Medical Appliance Technicians

Employers: 15 ❖ Employees: 423

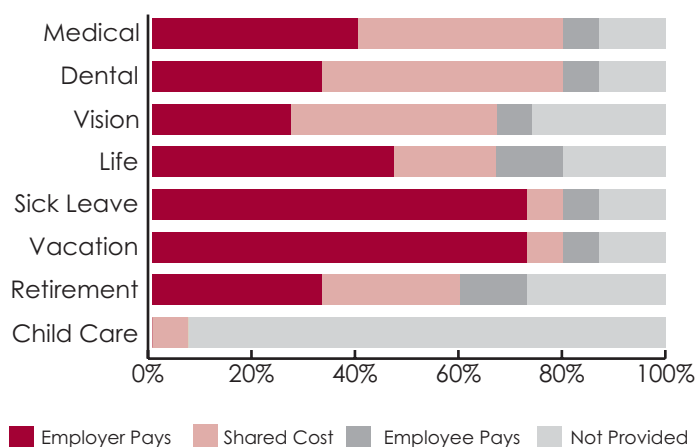
Medical Appliance Technicians construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, arch supports, and other surgical and medical appliances.

Alternate Job Titles: Medical Technicians, Orthopedic Technicians, and Production Assemblers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 7.00 - \$16.78	\$ 9.00
New Hires, Experienced:	\$ 7.00 - \$21.58	\$12.00
3+ Yrs. With Firm:	\$ 8.50 - \$26.37	\$16.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average: **N/A***

*Information for this occupation is not available from EDD. Some data may be suppressed due to confidentiality or other factors.

EMPLOYMENT LEVELS

Past Year

Decline **13%** Remain Stable **53%** Grow **33%**

Projected Next 24 Months

Decline **13%** Remain Stable **27%** Grow **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Instruments and Supplies
Medical Equipment Manufacturers

RECRUITMENT METHODS

Employee Referrals	93%
Newspaper Ads	53%
Walk-In Applicants	40%

SUPPLY & DEMAND

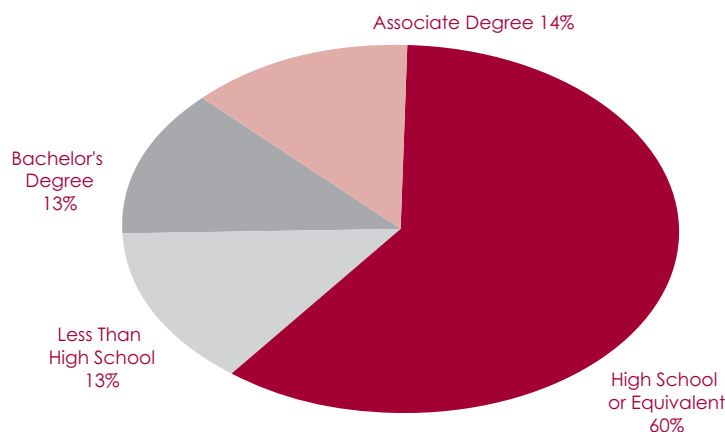
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **10.9%**

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 41 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift, and 7% have a graveyard shift.
- ❖ 63% of the employees are male, and 37% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



80% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 6 months. 67% of the employers report that technical or vocational training is not required.

33% of the employers surveyed report previous work experience is required. 33% report that it is not required but preferred. The average length of work experience required is 15 months. 50% employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to analyze needs and product requirements to create a design
- ❖ Ability to conduct tests and inspections of products, services, or processes to evaluate quality or performance
- ❖ Ability to perform routine maintenance on equipment and to determine when and what kind of maintenance is needed
- ❖ Knowledge of making and using plans, blueprints, drawing, and models
- ❖ Knowledge of mathematics including arithmetic, algebra, geometry, and statistics
- ❖ Ability to teach others how to do something
- ❖ Ability to generate or adapt equipment and technology to serve user needs

Physical

- ❖ Manual dexterity
- ❖ Ability to sit for extended periods of time
- ❖ Good vision and ability to see colors

Personal or Other

- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to communicate clearly
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Programmable logic control

For Career Advancement

- ❖ Good communication skills
- ❖ Problem solving skills
- ❖ Appliance skills
- ❖ Dependable
- ❖ Biomechanical knowledge

New Skills

- ❖ Computer literacy
- ❖ Computer skills

Medical Assistants

Employers: 16 ❖ Employees: 452

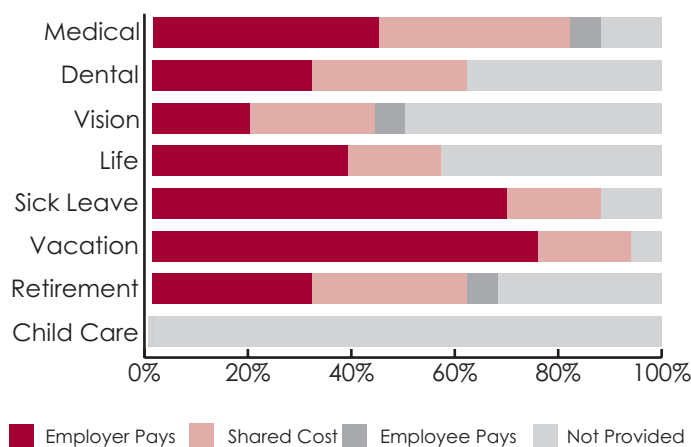
Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by the physician.

Alternate Job Titles: Front Office Assistants and Back Office Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 7.25 - \$13.18	\$ 9.00
New Hires, Experienced:	\$ 8.00 - \$15.00	\$11.25
3+ Yrs. With Firm:	\$ 9.50 - \$17.92	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 4,690 – 6,010

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **28.1%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **6%** Remain Stable **44%** Grow **50%**

Projected Next 24 Months

Decline **0%** Remain Stable **56%** Grow **44%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Physician's Offices
Hospitals

RECRUITMENT METHODS

Employee Referrals	63%
Newspaper Ads	63%
Internet	31%
Colleges/Universities	31%

SUPPLY & DEMAND

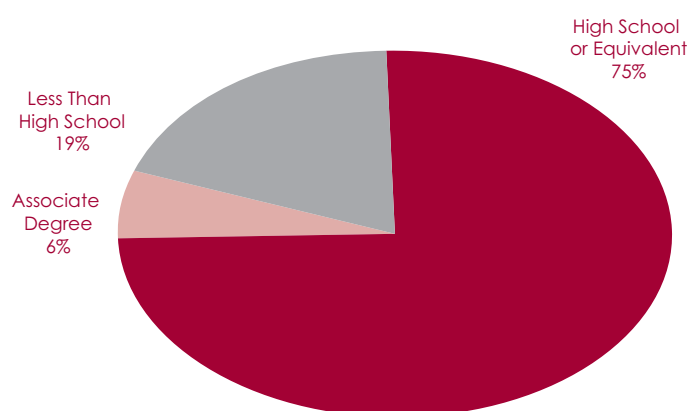
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **31.9%**

WORK PATTERNS

- ❖ 75% of all employers surveyed do promote.
- ❖ 88% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 1% work part-time for an average of 22 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 29% of the employees are male, and 71% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



56% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 5 months. 63% of the employers report that technical or vocational training is required.

44% of the employers surveyed report previous work experience is required. 13% report that it is not required but preferred. The average length of work experience required is 9 months. 67% of the employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to apply sterilization techniques
- ❖ Blood drawing skills
- ❖ Ability to administer injections
- ❖ Ability to administer an electro-cardiograph (EKG) test
- ❖ Telephone answering skills
- ❖ Ability to complete and explain medical insurance forms
- ❖ Ability to transcribe medical records and reports
- ❖ Ability to follow billing procedures
- ❖ Possession of a Medical Assistant Certificate
- ❖ Understanding inventory techniques
- ❖ Ability to write effectively
- ❖ Ability to use word processing software
- ❖ Ability to type at least 45 wpm
- ❖ Knowledge of medical terminology

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to handle crisis situations

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to communicate clearly
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Meditech

For Career Advancement

- ❖ Leadership skills
- ❖ Communication skills
- ❖ Critical thinking skills
- ❖ Dependability
- ❖ Organization skills
- ❖ Composure
- ❖ Accuracy
- ❖ Continuing education

New Skills

- ❖ Current computer skills
- ❖ X-Ray technician skills
- ❖ Knowledge of new equipment

Medical Equipment Repairers

Employers: 15 ❖ Employees: 310

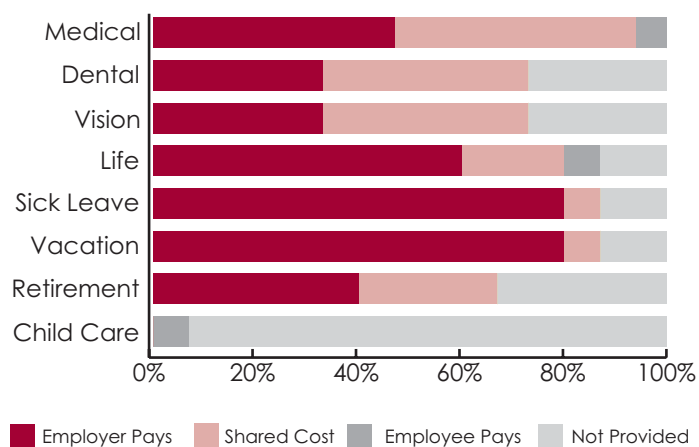
Medical Equipment Repairers test, adjust, or repair bio-medical or electromedical equipment.

Alternate Job Titles: Biomedical Technicians, Bio Med Technicians, Customer Service engineers, Equipment Engineers, Service Technicians, and Field Service Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 6.75 - \$19.18	\$16.78
New Hires, Experienced:	\$ 7.50 - \$23.97	\$19.18
3+ Yrs. With Firm:	\$ 9.00 - \$43.15	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 1,050 – 1,340

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **27.6%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline 7% Remain Stable 53% Grow 40%

Projected Next 24 Months

Decline 0% Remain Stable 40% Grow 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Equipment Manufacturers
Medical, Dental, and Hospital Equipment
and Supplies
Hospitals

RECRUITMENT METHODS

Employee Referrals	87%
Newspaper Ads	80%
Internet	60%

SUPPLY & DEMAND

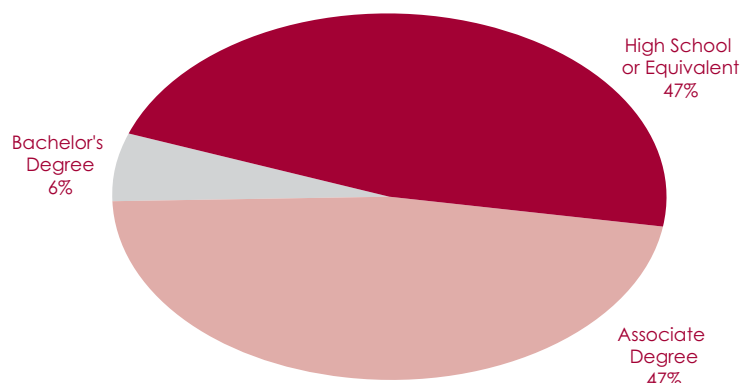
Employers report it is **very difficult** to find experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **20.2%**

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 99% of employees work full time for an average of 40 hours per week. 1% work part-time for an average of 21 hours per week.
- ❖ 100% of employers have a day shift. 27% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 64% of the employees are male, and 36% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



54% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 24 months. 53% of the employers report that technical or vocational training is required.

67% of the employers surveyed report previous work experience is required. 20% report that it is not required but preferred. The average length of work experience required is 32 months. 54% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to troubleshoot, maintain, repair, calibrate, and test electronic equipment
- ❖ Ability to use test equipment such as oscilloscopes, calibrators, or computer-aided diagnostic software to locate malfunctions
- ❖ Ability to perform electrical or mechanical repairs
- ❖ Ability to construct simple electronic circuits
- ❖ Ability to use power tools such as drill presses, grinders, band saws, and soldering guns
- ❖ Ability to use proper biohazard and radiation safe practices
- ❖ Ability to evaluate equipment and prepare written reports
- ❖ Ability to interpret and apply blueprints, schematic drawings, wiring diagrams, liquid and air flow sheets, and technical manuals
- ❖ International Society of Certified Electronics Technicians certification as a Certified Electronics Technician, Associate Level or a Certified Electronics Technician, Journeyman Level-Medial

Physical

- ❖ Good hand and eye coordination
- ❖ Manual dexterity
- ❖ Ability to see objects at close range
- ❖ Finger dexterity
- ❖ Ability to work in cramped and awkward positions

Personal or Other

- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Mathematical and computational ability
- ❖ Ability to solve problems
- ❖ Attention to detail

Basic Skills

- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel, Access, Hospital Equipment Management, PowerPoint

For Career Advancement

- ❖ Leadership skills
- ❖ Knowledge of equipment
- ❖ Communication skills
- ❖ Customer service skills
- ❖ Troubleshooting
- ❖ Problem solving skills
- ❖ Detailed oriented
- ❖ Reliable

New Skills

- ❖ Knowledge of new equipment and technology

Medical Records Technicians

Employers: 16 ❖ Employees: 30

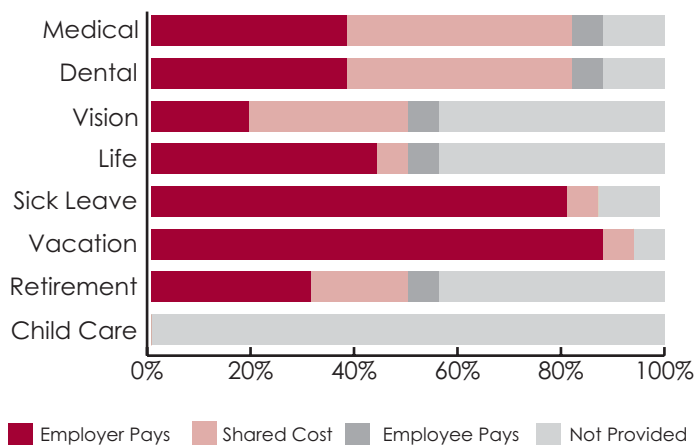
Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Alternate Job Titles: Medical Records Clerks, Medical Records Techs, and Medical Records Coordinators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$11.00	\$ 8.00
New Hires, Experienced	\$8.00 - \$16.00	\$10.50
3+ Years With Firm	\$9.00 - \$21.00	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 360 - 460

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **27.8%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **6%** Remain Stable - **56%** Grow - **38%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **75%** Grow - **25%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Nursing and Personal Care Facilities

RECRUITMENT METHODS

Employee Referrals	88%
Newspaper Ads	63%
Walk-In Applicants	50%
Colleges	19%
Word of Mouth	13%

SUPPLY & DEMAND

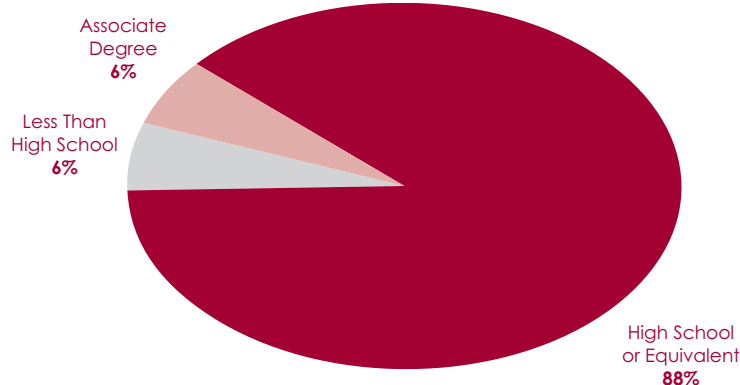
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **37.5%**.

WORK PATTERNS

- ❖ 94% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 21 hours per week.
- ❖ 90% of the employees are female, and 10% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Medical Records Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Analytical skills
- ❖ Knowledge of drugs and disease processes
- ❖ Knowledge of CPT-4 coding
- ❖ Ability to transcribe medical records and reports
- ❖ Alphabetic and numeric filing skills
- ❖ Record keeping skills
- ❖ Knowledge of anatomy and physiology
- ❖ ICD-9-CM coding skills
- ❖ Ability to type at least 45 wpm
- ❖ Knowledge of medical terminology
- ❖ Ability to apply JCAH and Title 22 regulations
- ❖ Possession of a Coding certificate
- ❖ Ability to write effectively
- ❖ Understanding of Medicare rules and regulations

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to pay attention to detail
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to write legibly

Computer Software

- ❖ Word, Excel and Access
- ❖ MediSoft

For Career Advancement

- ❖ Computer skills
- ❖ Bilingual
- ❖ Management and leadership skills
- ❖ Communication skills
- ❖ Logical thinking
- ❖ Knowledge of medical terminology
- ❖ Filing and organization skills
- ❖ Good spelling
- ❖ Reliability
- ❖ Continued education

New Skills

- ❖ Adaptable to changing software

License

- ❖ Accredited Records Technician eligibility

Microbiologists

Employers: 15 ❖ Employees: 110

Microbiologists investigate the growth, structure, development, and other characteristics of microscopic organisms, such as bacteria, algae, or fungi. Also included are medical microbiologists who study the relationship between organisms and disease or the effects of antibiotics on microorganisms.

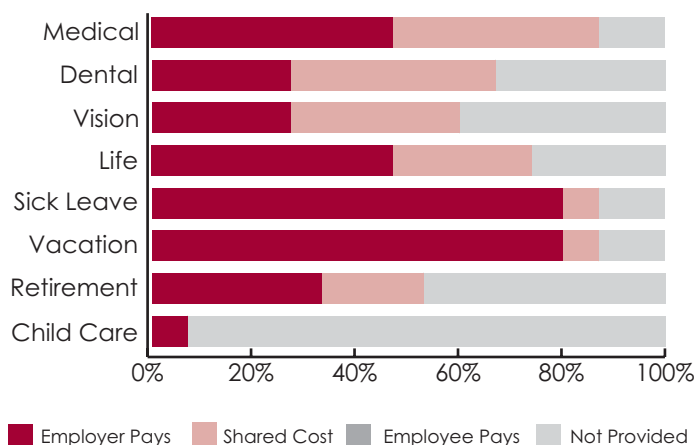
Alternate Job Titles: Clinical Lab Scientists, Medical Technologists, and Medical Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$11.99 - \$18.00*	\$13.00
New Hires, Experienced:	\$10.00 - \$24.25	\$17.26
3+ Yrs. With Firm:	\$15.00 - \$28.00	\$20.00

*Very few employers hire Microbiologists with no experience; consequently the wages they reported are skewed in this category.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 100 – 120

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **20.0%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **60%** Grow **40%**

Projected Next 24 Months

Decline **0%** Remain Stable **60%** Grow **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical and Dental Laboratories
Pharmaceutical Firms

RECRUITMENT METHODS

Employee Referrals	73%
Newspaper Ads	67%
Internet	60%

SUPPLY & DEMAND

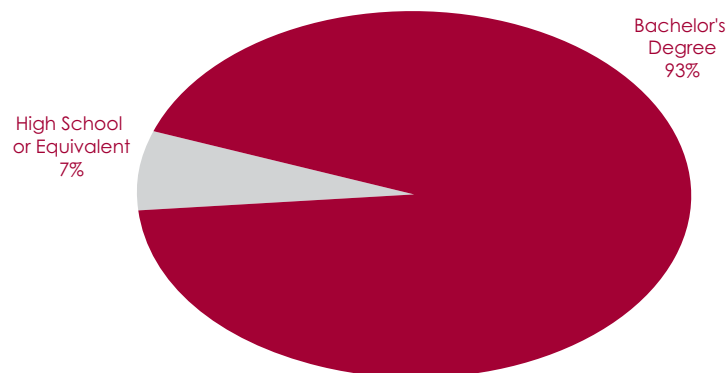
Employers report it is **very difficult** to find experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **11.5%**

WORK PATTERNS

- ❖ 73% of all employers surveyed do promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 84% of employees work full time for an average of 40 hours per week. 15% work part-time for an average of 17 hours per week. 1% work temporary or on-call for an average of 12 hours per week.
- ❖ 93% of employers have a day shift. 33% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 36% of the employees are male, and 64% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



64% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 8 months. 53% of the employers report that technical or vocational training is not required.

73% of the employers surveyed report previous work experience is required. 20% report that it is not required but preferred. The average length of work experience required is 17 months. 64% of the employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of modern laboratory procedures, techniques, and equipment and the ability to utilize such equipment
- ❖ Knowledge of virology, biochemistry, toxicology, and microbiology routinely utilized in a biological, chemical or environmental laboratory.
- ❖ Knowledge of local, state, and federal environmental regulations.
- ❖ Knowledge of laboratory safety and quality assurance methods and procedures
- ❖ Ability to perform specialized research work on problems of a microbiological, biochemical, or chemical nature
- ❖ Ability to prepare clear, accurate, and concise written technical reports
- ❖ Ability to critically review literature, technical reports, and documents, and data concerning process performance evaluations
- ❖ Results oriented
- ❖ Good mathematical and computational skills
- ❖ Critical and analytical thinking skills
- ❖ Public Health Microbiologists must possess a valid
- ❖ Public Health Microbiologist Certificate and a Clinical Laboratory Technologist's License

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to establish and maintain effective working relationships
- ❖ Ability to work with as a team
- ❖ Posses normal color vision and corrected vision
- ❖ Problem solving skills
- ❖ Planning skills
- ❖ Posses an observant attitude
- ❖ Good communication skills

Computer Software

- ❖ Word, Excel and Access

For Career Advancement

- ❖ Core competencies
- ❖ Test methods skills
- ❖ Problem solving skills
- ❖ Leadership skills
- ❖ Quality control
- ❖ Management skills

Mobile Heavy Equipment Mechanics - Except Engines

Employers: 15 ❖ Employees: 117

Mobile Heavy Equipment Mechanics, Except Engines repair and maintain mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyers, used in construction, logging, and surface mining. Does not include Rail Car Repairers and Diesel Engine Specialists.

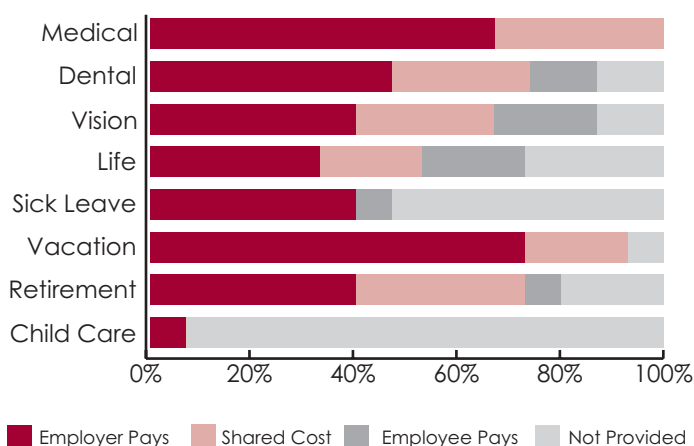
Alternate Job Titles: Heavy Duty Repairmen, Heavy Duty Mechanics, and In-House Mechanics.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$12.00	\$10.00
New Hires, Experienced	\$13.00 - \$19.18	\$16.00
3+ Years With Firm	\$15.00 - \$22.50	\$19.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$13.00 - \$33.00	\$24.50
3+ Years With Firm	\$19.98 - \$36.00	\$31.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 630 - 910

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **44.4%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **60%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Equipment Rental and Leasing Machinery, Equipment and Supplies

RECRUITMENT METHODS

Newspaper Ads	47%
Employee Referrals	40%
Union Hall Referrals	33%
Walk-In Applicants	20%

SUPPLY & DEMAND

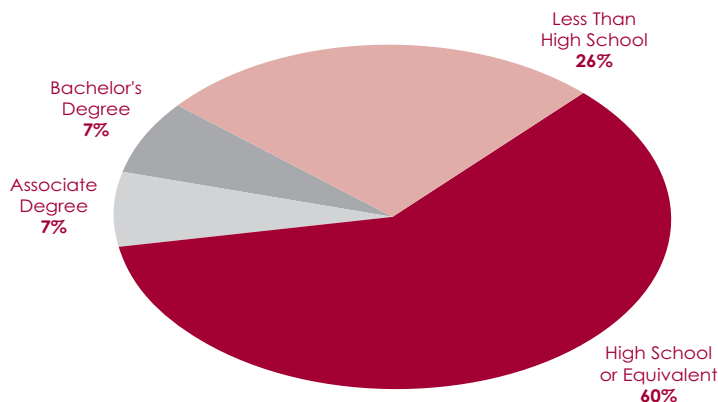
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **13.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 60% of employers surveyed are non-union. 40% of employers surveyed are union.
- ❖ 100% of employees work full time for an average of 44 hours per week.
- ❖ 100% of employers surveyed have a day shift. 20% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (57%) employers report they will not accept training in lieu of experience. Most (67%) employers report that technical or vocational training is not required. Almost all (87%) employers require previous work experience, and many (50%) employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Welding, Electronics and Auto Mechanics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to repair electrical systems
- ❖ Ability to follow safe equipment operating practices
- ❖ Knowledge of basic auto mechanics
- ❖ Hydraulic systems troubleshooting skills
- ❖ Knowledge of hydraulic systems
- ❖ Ability to operate electronic automotive diagnostic equipment
- ❖ Welding skills
- ❖ Ability to repair pneumatic systems

Personal or Other

- ❖ Possession of mechanical aptitude
- ❖ Ability to work independently
- ❖ Ability to lift at least 80 lbs. repeatedly

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Internet

For Career Advancement

- ❖ Mechanical skills
- ❖ Leadership and interpersonal skills
- ❖ Management skills
- ❖ Dependability and self-motivation
- ❖ Extraordinary workmanship

New Skills

- ❖ Knowledge of latest technology including electronic engine diagnostics
- ❖ Knowledge of new hydraulics
- ❖ Computer knowledge

Network Professionals

Employers: 15 ❖ Employees: 59

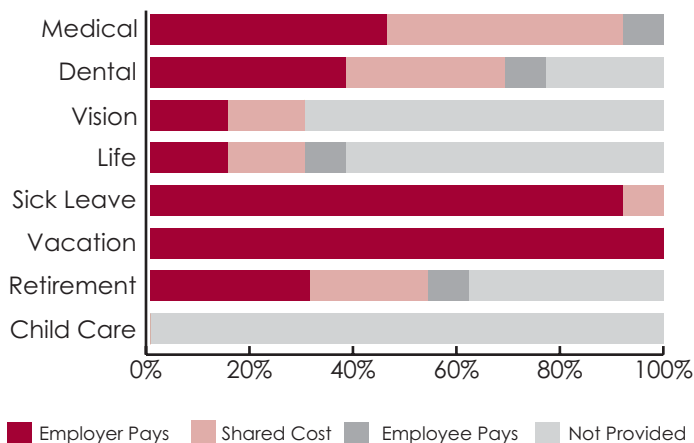
Network Professionals are responsible for designing and maintaining a company's computerized information system, managing local and/or wide area networks. They may also include training network users, developing network strategies, downsizing mainframe and mini computer systems to PC networks. They may build front-ends to specific applications. They may be certified or uncertified.

Alternate Job Titles: Network Administrators, Field Service Engineers, and System Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$ 9.59 - \$23.97	\$19.18
3+ Years With Firm	\$12.95 - \$47.95	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **N/A***

Growth Rate Relative to County Average: **N/A***

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - **47%** Remain Stable - **40%** Grow - **13%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **27%** Grow - **73%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Commercial Banks

RECRUITMENT METHODS

Employee Referrals	73%
Internet	47%
Newspaper Ads	33%
Walk-In Applicants	13%

SUPPLY & DEMAND

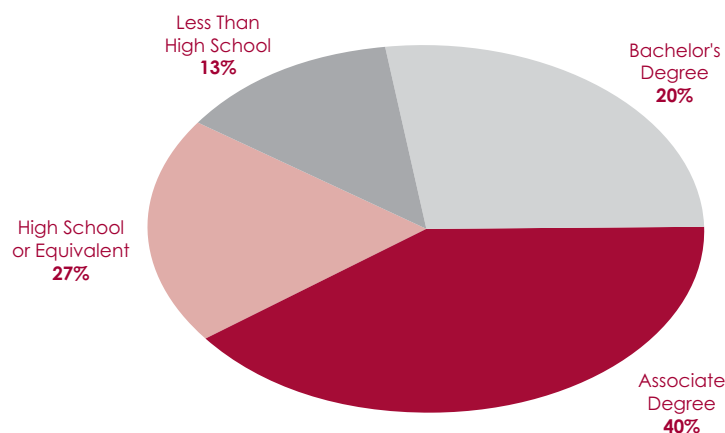
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **16.1%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 83% of employees work full time for an average of 40 hours per week. 17% of employees work part-time for an average of 16 hours per week.
- ❖ 93% of employers have a day shift, 20% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 14% of the employees are female, and 86% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Most (60%)** employers report that technical or vocational training is required. **Almost all (93%)** employers require previous work experience and **many (57%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Introduction to Networking and Network Management, Microsoft Certified Systems Engineer (MCSE), and Fundamentals of Microsoft Windows 2000.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of software applications
- ❖ Ability to conduct training programs
- ❖ Ability to operate video cameras
- ❖ Ability to write effectively
- ❖ Ability to analyze data to solve problems
- ❖ Understanding of wide area networks (WAN)
- ❖ Understanding of local area networks (LAN)
- ❖ Ability to use operating manuals
- ❖ Knowledge of microcomputer hardware and operating systems
- ❖ Ability to plan and organize training programs

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Customer service skills
- ❖ Ability to work independently
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel and Access
- ❖ Java
- ❖ HTML
- ❖ Novell
- ❖ Unix

For Career Advancement

- ❖ Communication skills
- ❖ Continuing certification
- ❖ Punctual and responsible
- ❖ Advanced computer skills
- ❖ Technical skills
- ❖ Managing skills
- ❖ Good customer relations

New Skills

- ❖ Internet skills
- ❖ Mac OS X Skills
- ❖ Internet Provider Routing
- ❖ Network Security

Operating Engineers

Employers: 15 ❖ Employees: 344

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as bulldozer or crane.

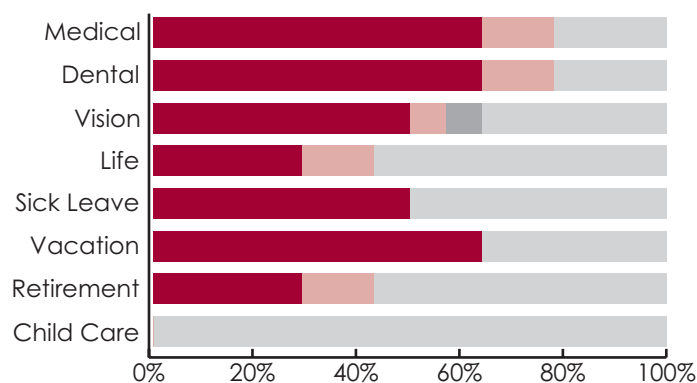
Alternate Job Titles: Operators, Laborers, Backhoe Operators, and Equipment Operators.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$12.00 - \$29.00	\$20.00
3+ Years With Firm	\$15.00 - \$30.00	\$22.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$23.00 - \$28.00	\$25.50
New Hires, Experienced	\$23.00 - \$30.00	\$28.00
3+ Years With Firm	\$25.00 - \$35.00	\$29.02

Fringe Benefits



■ Employer Pays ■ Shared Cost ■ Employee Pays ■ Not Provided

All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,070 - 1,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 20% Remain Stable - 47% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Local Government

Heavy Construction, Highway and Street Construction

RECRUITMENT METHODS

Union Hall	47%
Employee Referrals	27%
Walk-In Applicants	27%
Word of Mouth	20%

SUPPLY & DEMAND

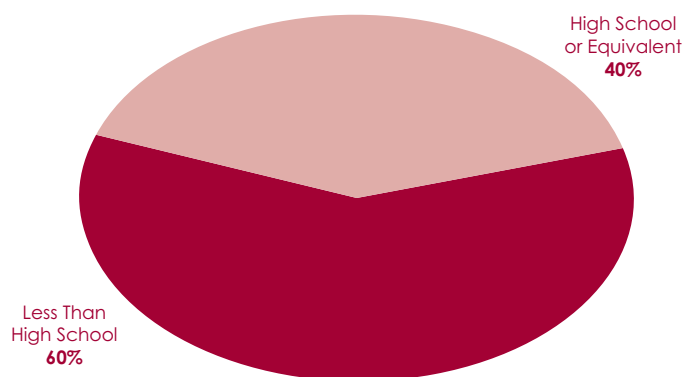
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **9.1%**.

WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 33% of employers surveyed are union, and 67% are non-union.
- ❖ 49% of employees work full time for an average of 40 hours per week. 29% of employees work part-time for an average of 30 hours per week. 22% of employees work seasonal for an average of 45 hours per week.
- ❖ 5% of the employees are female, and 95% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Automotive maintenance and minor repair skills
- ❖ Ability to read blueprints
- ❖ Ability to read working drawings
- ❖ Basic construction skills
- ❖ Ability to follow safe equipment operating practices
- ❖ Certified for special construction equipment

Personal or Other

- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Possession of a good DMV driving record
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

For Career Advancement

- ❖ Equipment knowledge and safety
- ❖ Productivity and efficiency
- ❖ Outstanding labor skills
- ❖ Good driving record
- ❖ Technical skills

New Skills

- ❖ Ability to operate new equipment

Optical Instrument Assemblers

Employers: 15 ❖ Employees: 182

Optical Instrument Assemblers assemble optical instruments, such as telescopes, level-transits, and gunsights.

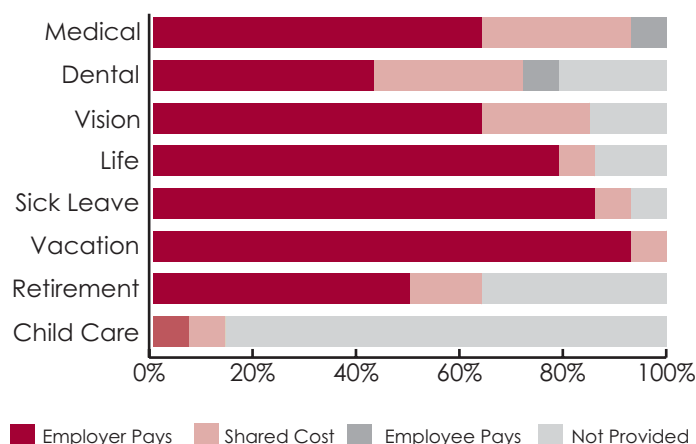
Alternate Job Titles: Lab Technicians, Assemblers, and Optical Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 7.50* - \$10.00	\$ 9.00
New Hires, Experienced:	\$ 6.75 - \$20.00	\$11.00
3+ Yrs. With Firm:	\$ 7.50 - \$24.00	\$15.00

*Not all employers hire Optical Instrument Assemblers with no experience; consequently the wages they reported are skewed in this category.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations 15.2%

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 N/A*

Growth Rate Relative to County Average: N/A*

*This is a Non-SOC occupation. EDD projections are solely available for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline 6% Remain Stable 67% Grow 27%

Projected Next 24 Months

Decline 0% Remain Stable 33% Grow 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Ophthalmic Goods
Optical Instruments and Lenses

RECRUITMENT METHODS

Employee Referrals	93%
Newspaper Ads	73%
Walk-In Applicants	73%

SUPPLY & DEMAND

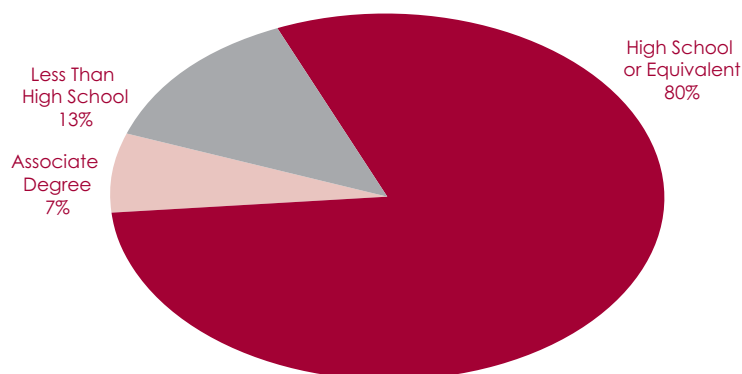
Employers report it is **very difficult** to find experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is 7.9%

WORK PATTERNS

- ❖ 67% of all employers surveyed do promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 40 hours per week. 3% work part-time for an average of 28 hours per week. 1% work temporary or on-call for an average of 7 hours per week.
- ❖ 100% of employers have a day shift. 20% of employers have a swing shift.
- ❖ 47% of the employees are male, and 53% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



73% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 6 months. 87% of the employers report that technical or vocational training is not required.

40% of the employers surveyed report previous work experience is required. 33% report that it is not required but preferred. The average length of work experience required is 16 months. 64% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Mathematical and computational ability
- ❖ Knowledge of physics and prediction of physical principles
- ❖ Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- ❖ Knowledge of raw materials and production processes
- ❖ Knowledge of quality control
- ❖ Ability to determine the kind of tools and equipment needed to do a job
- ❖ Ability to watch gauges, dials, or other indicators to make sure a machine is working properly
- ❖ Ability to use logic and reasoning as approach to solving problems

Physical

- ❖ Ability to keep hand and arm steady while moving the arm or while holding the arm and hand in one position
- ❖ Manual dexterity
- ❖ Ability to see objects at close range
- ❖ Finger dexterity

Personal or Other

- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Understanding of a variety of cultures

Basic Skills

- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Good communication skills
- ❖ Knowledge of procedures
- ❖ Customer service skills
- ❖ Journeyman optician skills
- ❖ Mathematical skills
- ❖ Mechanical skills

New Skills

- ❖ Knowledge of new technology
- ❖ Laser optics

Painters & Paperhangers - Construction & Maintenance

Employers: 15 ❖ Employees: 336

Painters and Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

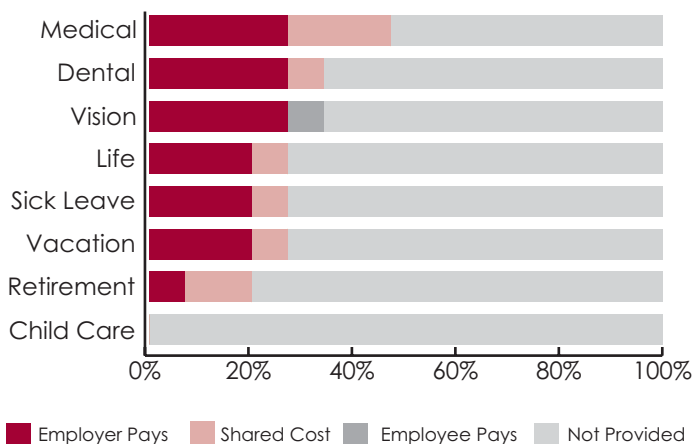
Alternate Job Titles: Painting Contractors, Journeyman Painters, Spray Foremen, and Maintenance Crew Members.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.00	\$ 8.00
New Hires, Experienced	\$8.00 - \$15.00	\$10.00
3+ Years With Firm	\$8.00 - \$25.00	\$16.50

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$ 8.40 - \$10.00	\$10.00
3+ Years With Firm	\$15.00 - \$21.00	\$18.15

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,990 - 5,020

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **25.8%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 27% Grow - 73%

Projected Next 24 Months

Decline - 7% Remain Stable - 40% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Painting and Paperhanging

RECRUITMENT METHODS

Employee Referrals	80%
Word of Mouth	60%
Walk-In Applicants	33%
Newspaper Ads	33%
In-House Promotion	13%
Union Hall	13%

SUPPLY & DEMAND

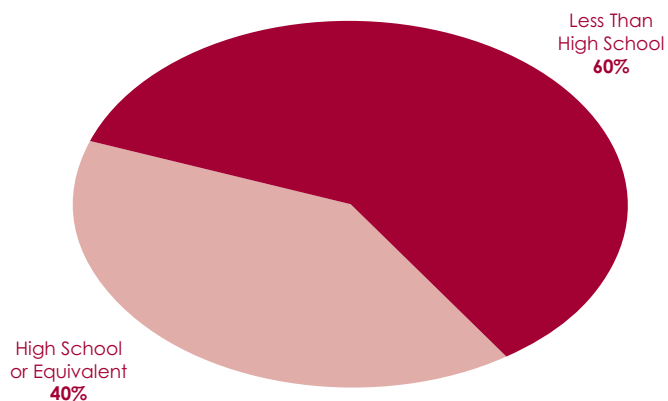
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **10.8%**.

WORK PATTERNS

- ❖ 83% of all employers promote.
- ❖ 80% of employers surveyed are non-union, and 20% are union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 2% of employees work seasonal for an average of 40 hours per week.
- ❖ Emerging occupations include Lead and Asbestos Abatement.
- ❖ 1% of the employees are female, and 99% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of paints and related chemicals
- ❖ Brush painting skills
- ❖ Roller painting skills
- ❖ Spray painting skills
- ❖ Drywall installation and repair skills
- ❖ Surface preparation skills
- ❖ Ability to use and read a tape measure

Personal or Other

- ❖ Possession of good color perception
- ❖ Ability to work from ladders and scaffolds
- ❖ Ability to tolerate dust and paint fumes
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

For Career Advancement

- ❖ Quality work
- ❖ Technical skills
- ❖ Productivity
- ❖ Punctuality
- ❖ Solid work ethic
- ❖ Language and communication skills
- ❖ Adaptability
- ❖ Positive attitude
- ❖ Ability to use machinery and paints

New Skills

- ❖ Cabinet finishing
- ❖ Faux finishing

Paralegal Personnel

Employers: 16 ❖ Employees: 93

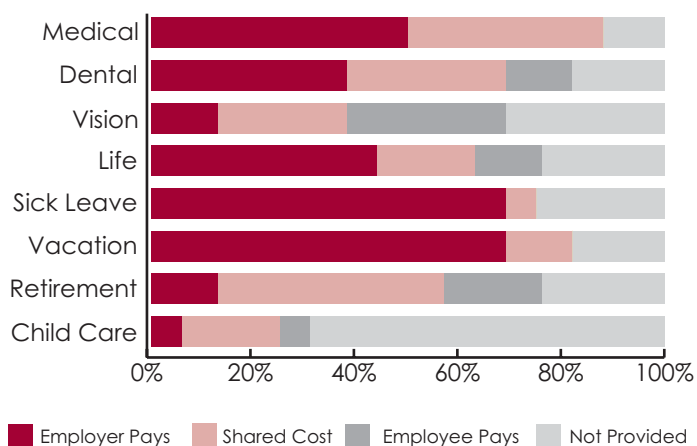
Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Alternate Job Titles: Professional Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.99 - \$16.78	\$13.19
New Hires, Experienced	\$10.00 - \$22.71	\$17.39
3+ Years With Firm	\$12.15 - \$27.76	\$20.79

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 760 - 1,140

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **50.0%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 75% Grow - 25%

Projected Next 24 Months

Decline - 0% Remain Stable - 63% Grow - 38%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Legal Services/Law Offices

RECRUITMENT METHODS

Employee Referrals	56%
Newspaper Ads	50%
Employment Agencies	50%
Internet	25%
Walk-Ins	25%

SUPPLY & DEMAND

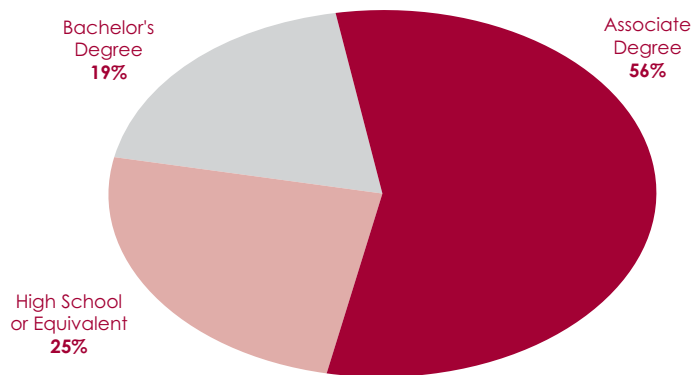
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **13.8%**.

WORK PATTERNS

- ❖ 13% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 40 hours per week. 10% of employees work part-time for an average of 22 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 86% of the employees are female, and 14% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (45%) employers report they will accept training in lieu of experience. Many (44%) employers report that technical or vocational training is required. Many (50%) employers require previous work experience and most (64%) will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Liberal Arts Studies, English, and Law.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a law degree (Juris Doctorate)
- ❖ Problem solving skills
- ❖ Understanding of court proceedings
- ❖ Investigative research skills
- ❖ Certified Legal Assistant (CLA)
- ❖ Understanding of legal terms
- ❖ Ability to write effectively
- ❖ Record keeping skills

Personal or Other

- ❖ Ability to read and comprehend information quickly
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Excel
- ❖ Access
- ❖ Publisher
- ❖ WordPerfect
- ❖ Lexis Nexis
- ❖ Westlaw
- ❖ Goldmine
- ❖ Legal Solutions Plus

For Career Advancement

- ❖ Communication and writing skills
- ❖ Paralegal Degree
- ❖ Law school education
- ❖ Computer aided research skills
- ❖ Initiative
- ❖ Organizational skills
- ❖ Task oriented

New Skills

- ❖ Internet skills
- ❖ Computer aided research

Personal & Home Care Aides

Employers: 15 ❖ Employees: 102

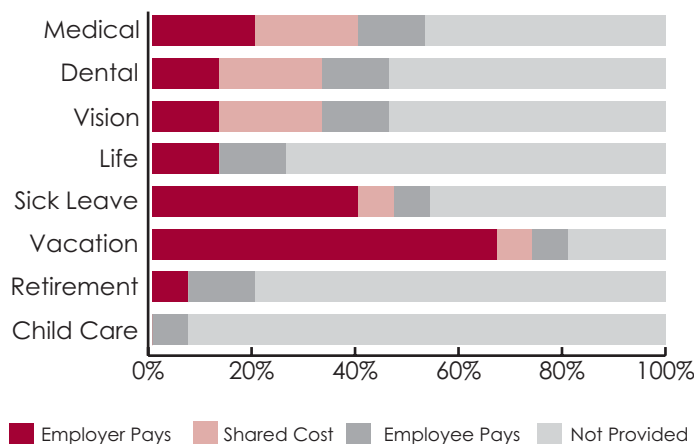
Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

Alternate Job Titles: Caregivers, Home Helpers, Care Providers, and Companions.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.00	\$6.75
New Hires, Experienced	\$6.75 - \$ 9.00	\$8.00
3+ Years With Firm	\$7.25 - \$12.00	\$9.78

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 760 - 990

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.3%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **20%** Remain Stable - **53%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Home Health Care Services
Residential Care

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	40%
Private Employment Agencies	20%
Walk-Ins	20%

SUPPLY & DEMAND

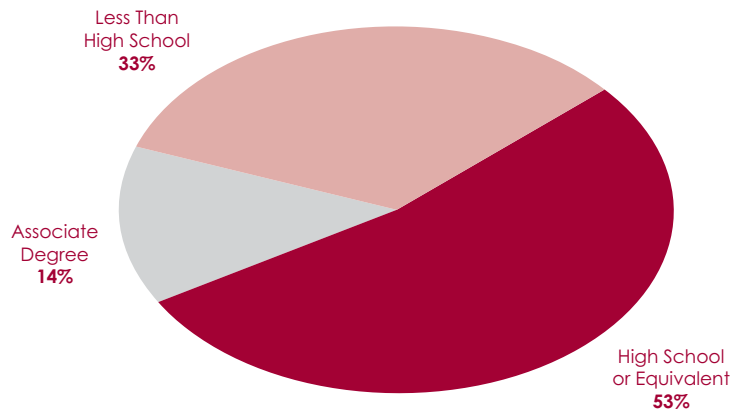
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **17.8%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 71% of employees work full time for an average of 41 hours per week. 29% of employees work part-time for an average of 24 hours per week.
- ❖ 80% of employers have day shifts. 33% of employers have a swing shift. 13% of employers have a graveyard shift. 20% provide 24/7 care as live-ins.
- ❖ 69% of the employees are female, and 31% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (64%) employers report they will accept training in lieu of experience. **Most (67%)** employers report that technical or vocational training is not required. **Many (40%)** employers require previous work experience and **many (55%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Housing and Human Environments, Child Care and Support Services Management, and Adult Development and Aging.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Understanding of good diet and nutrition
- ❖ Knowledge of geriatrics
- ❖ Knowledge of family social work
- ❖ Family counseling skills
- ❖ Food buying skills
- ❖ Possession of a valid driver's license
- ❖ Ability to work with children having special needs
- ❖ Ability to prepare client food budgets
- ❖ Menu planning skills
- ❖ Ability to write effectively

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ High standards of personal cleanliness
- ❖ Ability to work independently
- ❖ Interpersonal skills
- ❖ Adaptable

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

For Career Advancement

- ❖ Interpersonal skills
- ❖ Good communication skills
- ❖ Management skills
- ❖ Continuing education
- ❖ Honesty

New Skills

- ❖ First Aid certification
- ❖ Medical knowledge
- ❖ Developmentally disabled skills

Pharmacists

Employers: 15 ❖ Employees: 88

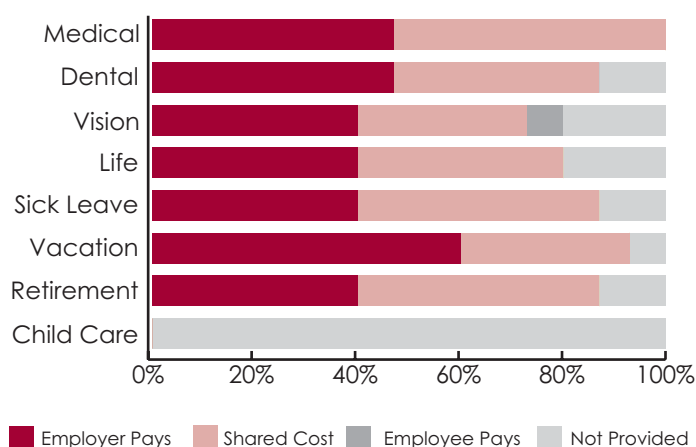
Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

Alternate Job Titles: Staff Pharmacists, Quality Assurance Pharmacists, and Consultant Pharmacists.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$34.87 - \$47.95	\$40.00
New Hires, Experienced:	\$35.96 - \$48.00	\$40.00
3+ Yrs. With Firm:	\$41.41 - \$51.20	\$45.55

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 1,590 – 1,910

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **20.1%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **53%** Grow **47%**

Projected Next 24 Months

Decline **0%** Remain Stable **27%** Grow **73%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Drug and Proprietary Stores
Hospitals

RECRUITMENT METHODS

Newspaper Ads	67%
Employee Referrals	67%
Internet	40%

SUPPLY & DEMAND

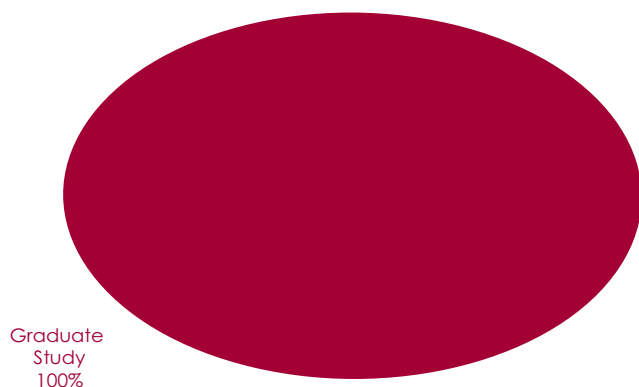
Employers report it is **very difficult** to find experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **20.8%**

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 77% of employees work full time for an average of 38 hours per week. 22% work part-time for an average of 20 hours per week. 1% work temporary or on-call for an average of 8 hours per week.
- ❖ 100% of employers have a day shift. 60% of employers have a swing shift, and 27% have a graveyard shift.
- ❖ 60% of the employees are male, and 40% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



60% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 6 months. 60% of the employers report that technical or vocational training is not required.

60% of the employers surveyed report previous work experience is required. 7% report that it is not required but preferred. The average length of work experience required is 19 months. 80% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Graduate of accredited pharmacy school
- ❖ Pharmacy Board Certification, Licensed
- ❖ Understanding of weights and measurements
- ❖ Knowledge of radioactive pharmaceuticals
- ❖ Understanding of Medi-Cal rules and regulations
- ❖ Understanding of Medicare rules and regulations
- ❖ Understanding of good diet and nutrition
- ❖ Understanding of over-the-counter medications
- ❖ Understanding of common illnesses and diseases
- ❖ Understanding of inventory techniques
- ❖ Understanding of health insurance
- ❖ Metric system knowledge
- ❖ Record keeping skills
- ❖ Supervisory skills

Personal or Other

- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Understanding of a variety of cultures

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Mathematical and computational ability
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel, Access, PowerPoint, Medi-Tech

For Career Advancement

- ❖ Leadership skills
- ❖ Business skills
- ❖ Customer service skills
- ❖ Competency
- ❖ Organization skills
- ❖ Interpersonal skills
- ❖ Pharmacy skills
- ❖ Business degree

New Skills

- ❖ Computer technology of medication
- ❖ Masters of Business Administration

License

- ❖ Licensed by the California State Board of Pharmacy

Pharmacy Technicians

Employers: 15 ❖ Employees: 62

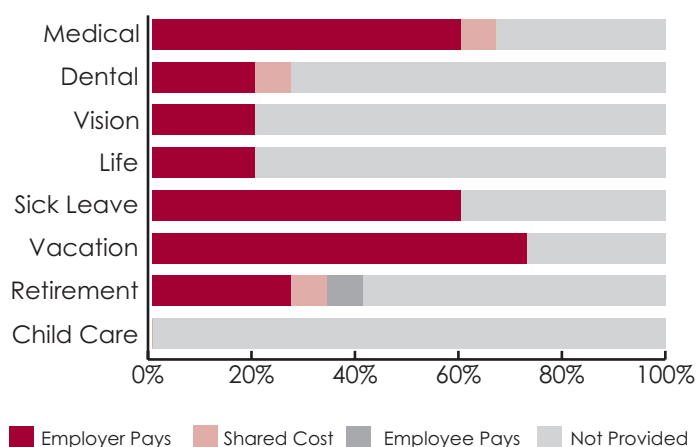
Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles: Technician.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.00 - \$10.50	\$10.00
New Hires, Experienced	\$ 7.00 - \$15.00	\$11.99
3+ Years With Firm	\$10.00 - \$17.00	\$14.38

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small - 930 - 1,060

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.0%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Drug Stores and Proprietary Stores

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	60%
Word of Mouth	40%
Walk-Ins	33%
Colleges	20%

SUPPLY & DEMAND

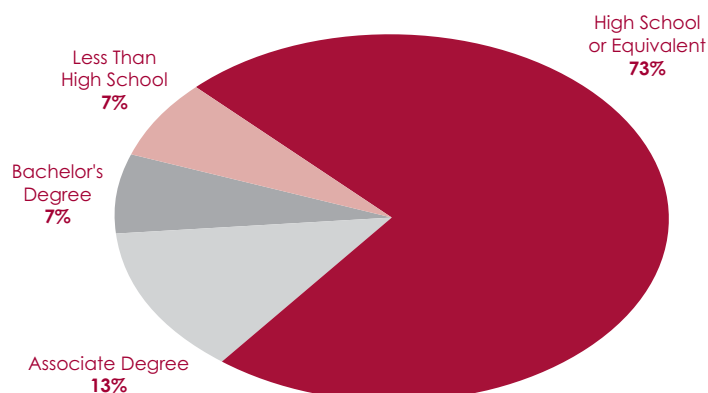
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **20.3%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% of employers surveyed are union.
- ❖ 71% of employees work full time for an average of 40 hours per week. 29% of employees work part-time for an average of 25 hours per week.
- ❖ Emerging occupations include Medical Supply Billers.
- ❖ 63% of the employees are female, and 37% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Most** employers require previous work experience and **most** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Pharmacy Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to measure and calculate using metrics
- ❖ Ability to calculate weights and measurements
- ❖ Knowledge of chemical compounds
- ❖ Ability to accurately record & report information
- ❖ Ability to complete and explain insurance forms
- ❖ Ability to apply sterilization techniques
- ❖ Ability to follow government regulations and reporting requirements
- ❖ Ability to type at least 30 wpm
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to pay attention to detail
- ❖ Ability to lift at least 40 lbs. repeatedly
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QS/1
- ❖ Etreby

For Career Advancement

- ❖ Timeliness
- ❖ Efficiency
- ❖ Reliability
- ❖ Bilingual
- ❖ Knowledge of pharmaceuticals
- ❖ Computer skills
- ❖ Leadership skills
- ❖ Continued education
- ❖ Interpersonal skills

License

- ❖ Licensed by the California State Board of Pharmacy

Physicians' Assistants

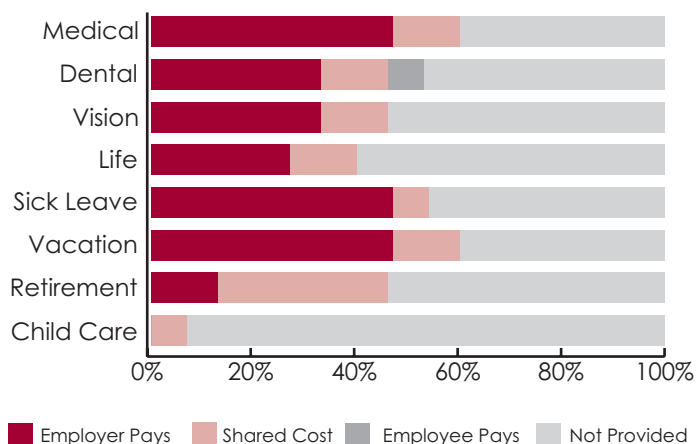
Employers: 15 ❖ Employees: 32

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses or Ambulance Attendants whose training is limited to the application of first aid.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.00 - \$35.00	\$25.00
New Hires, Experienced	\$10.00 - \$50.00	\$30.00
3+ Years With Firm	\$15.00 - \$45.00	\$30.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 40 - 40

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **0%**

Growth Rate Relative to County Average: **Remain Stable**

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **73%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Clinics
Hospitals

RECRUITMENT METHODS

Employee Referrals	60%
Newspaper Ads	33%
Colleges	33%
Word of Mouth	33%

SUPPLY & DEMAND

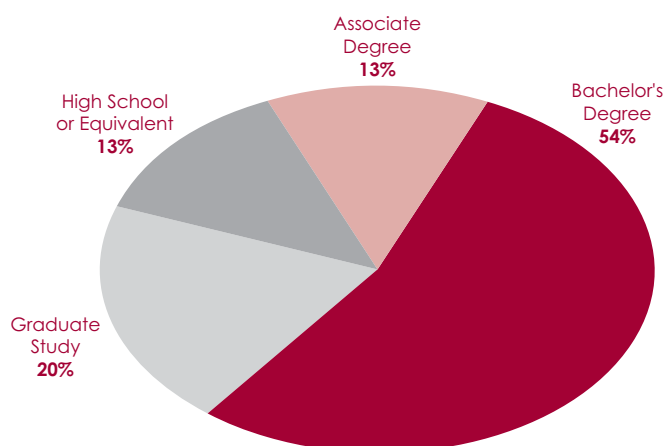
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **28.6%**.

WORK PATTERNS

- ❖ Promotional opportunities in this occupation are very limited.
- ❖ 100% of employers surveyed are non-union.
- ❖ 63% of employees work full time for an average of 41 hours per week. 38% of employees work part-time for an average of 22 hours per week.
- ❖ 59% of the employees are female, and 41% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is required. **Many** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation include Health Sciences and Medical Services.

Additional Resources:

- ❖ CA Academy of Physicians' Assistants www.capanet.org
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to maintain an appointment calendar
- ❖ Ability to assist with examinations
- ❖ Ability to maintain progress notes and treatment summaries
- ❖ Ability to record condition of patients
- ❖ Ability to administer injections
- ❖ Ability to administer medications
- ❖ Ability to interview others for information

Personal or Other

- ❖ Possession of emotional stability
- ❖ Good hearing and vision
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to work independently
- ❖ Ability to relate to patients
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Diagnostic and assessment skills
- ❖ Clinical competence
- ❖ Interpersonal skills
- ❖ Dependability and leadership
- ❖ Continuing education
- ❖ Customer service
- ❖ Management skills
- ❖ Initiative
- ❖ Patience

New Skills

- ❖ Ultrasound

License

- ❖ Certification by the National Commission on Certification of Physicians' Assistants
- ❖ Certification by the California State Board of Medical Quality Assurance

Plumbers, Pipefitters & Steamfitters

Employers: 15 ❖ Employees: 824

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

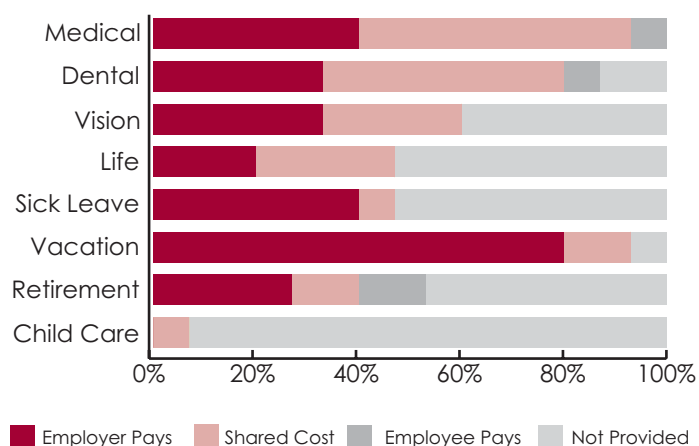
Alternate Job Titles: Journey Plumbers, Journeymen, and Service Technicians.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.00 - \$13.50	\$ 9.00
New Hires, Experienced	\$ 8.00 - \$20.00	\$14.92
3+ Years With Firm	\$12.00 - \$21.31	\$18.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.63 - \$20.71	\$12.00
New Hires, Experienced	\$23.97 - \$32.00	\$27.66
3+ Years With Firm	\$14.38 - \$32.00	\$27.95

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,200 - 3,600

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **12.5%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **6%** Remain Stable - **47%** Grow - **47%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Heavy Construction, Except Highway
Plumbing, Heating, Air-Conditioning

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	40%
Union Hall Referrals	33%
In-House Promotion	27%

SUPPLY & DEMAND

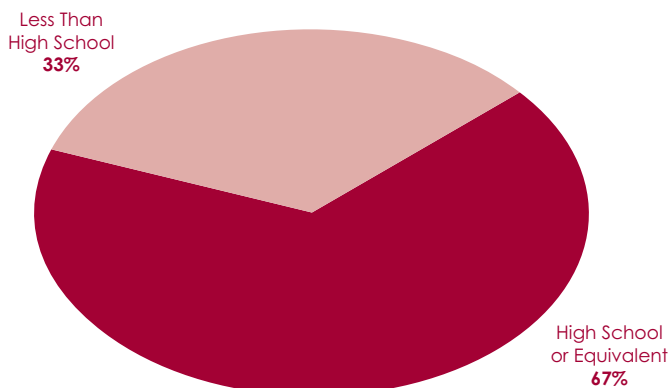
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **7.5%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 60% of employers surveyed are non-union. 40% of employers surveyed are union.
- ❖ 88% of employees work full time for an average of 40 hours per week. 12% of employees work temporary or on-call for an average of 40 hours per week.
- ❖ 100% of employers surveyed have a day shift. 20% of employers have a swing shift, and 20% have a graveyard shift.
- ❖ Emerging occupations include Medical Gas Installers.
- ❖ 4% of the employees are female, and 96% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (53%) employers report they will accept training in lieu of experience and that technical or vocational training is not required. Most (67%) employers require previous work experience, and some (31%) employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Pipefitting and Sprinkler Fitting, Gas Welding, Arc Welding, Soldering, and Basic Math.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Gas welding skills
- ❖ Soldering skills
- ❖ Ability to read blueprints
- ❖ Understanding of building codes
- ❖ Possession of a valid driver's license
- ❖ Pipefitting skills
- ❖ Ability to use hand tools
- ❖ Arc welding skills
- ❖ Cost estimating skills

Personal or Other

- ❖ Possession of a good DMV driving record
- ❖ Ability to work independently
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to provide own hand tools
- ❖ Possession of a reliable vehicle

Basic Skills

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Computer Aided Design (CAD)

For Career Advancement

- ❖ Job knowledge
- ❖ Organizational skills
- ❖ Technical aptitude
- ❖ Interpersonal skills
- ❖ Leadership
- ❖ Work ethic
- ❖ Technical ability

New Skills

- ❖ Mathematics
- ❖ Journeyman classes for new technology
- ❖ Knowledge of new tools
- ❖ Computer skills

Precision Devices Inspectors & Testers

Employers: 15 ❖ Employees: 132

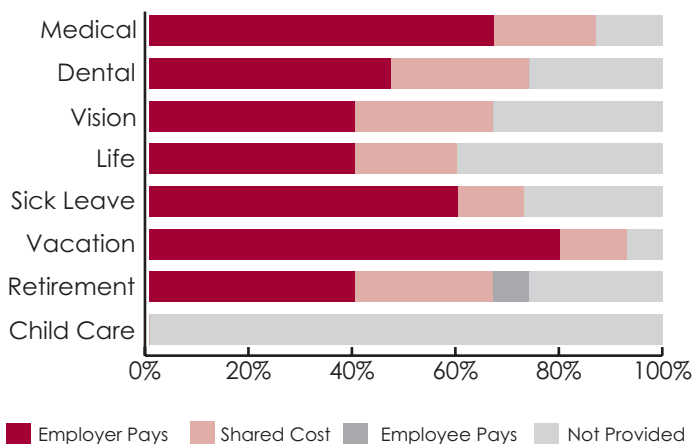
Precision Devices Inspectors and Testers verify accuracy of and adjust precision devices, such as meters and gauges, testing instruments, clock and watch mechanisms, to ensure operation of device is in accordance with design specifications.

Alternate Job Titles: Quality Controllers, Quality Inspectors, Precision Engineers, Electronic Technicians, and Inspectors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 6.75 - \$ 8.00	\$ 8.00
New Hires, Experienced:	\$ 7.15 - \$15.00	\$ 11.00
3+ Yrs. With Firm:	\$ 9.00 - \$20.00	\$ 16.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average: **N/A***

*This is a Non-SOC occupation. EDD projections are solely available for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline **27%** Remain Stable **33%** Grow **40%**

Projected Next 24 Months

Decline **13%** Remain Stable **27%** Grow **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Various Manufacturing Businesses

RECRUITMENT METHODS

Employee Referrals	80%
Internet	67%
Newspaper Ads	53%

SUPPLY & DEMAND

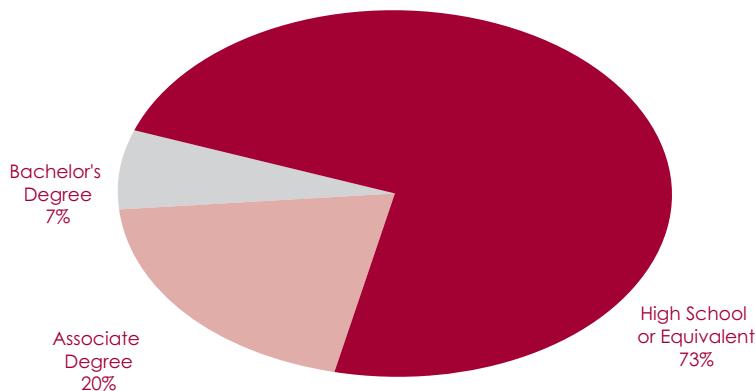
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **13.4%**.

WORK PATTERNS

- ❖ 87% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 99% of employees work full time for an average of 40 hours per week. 1% work part-time for an average of 20 hours per week.
- ❖ 100% of employers have a day shift. 33% of employers have a swing shift, and 7% have a graveyard shift.
- ❖ 71% of the employees are male, and 29% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



54% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 17 months. 73% of the employers report that technical or vocational training is not required.

80% of the employers surveyed report previous work experience is required. The average length of work experience required is 21 months. 77% of the employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate circuit test equipment
- ❖ Ability to read schematics and blueprints
- ❖ Ability to calculate weights and measurements
- ❖ Mechanical aptitude
- ❖ Ability to use precision tools
- ❖ Ability to operate inspection equipment

Physical Skills

- ❖ Good manual dexterity
- ❖ Normal or corrected eyesight
- ❖ Good color perception
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work nights, weekends, and holidays
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Willingness to travel

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Good communication skills
- ❖ Punctuality and dependability
- ❖ Production knowledge and manufacturing skills
- ❖ Quality control
- ❖ Accuracy

New Skills

- ❖ Knowledge of new technology
- ❖ Knowledge of blue chip drawing
- ❖ Electronic programming

Preschool Teachers, Except Special Ed.

Employers: 15 ❖ Employees: 232

Preschool Teachers, Except Special Education instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. They may be required to hold State certification.

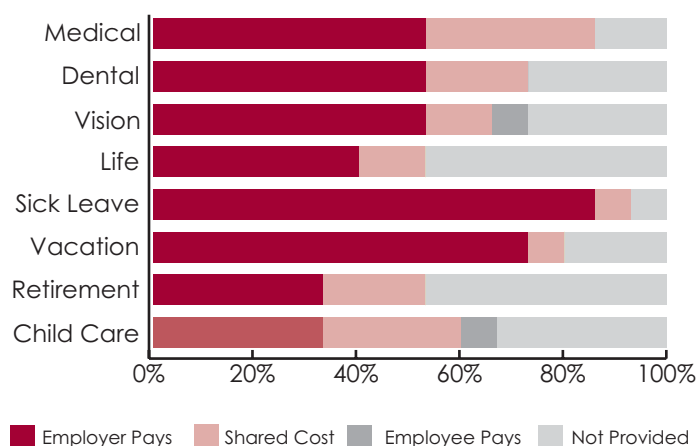
Alternate Job Titles: Early Childhood Education Specialists, Pre-Kindergarten Teachers, and Child Care Teachers.

WAGES & BENEFITS

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	Insufficient Data	N/A
New Hires, Experienced:	\$11.89 - \$17.82	\$ 11.93
3+ Yrs. With Firm:	\$14.49 - \$20.34	\$ 14.53

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$6.75 - \$ 9.50	\$ 8.25
New Hires, Experienced:	\$8.00 - \$14.13	\$ 10.20
3+ Yrs. With Firm:	\$9.50 - \$16.67	\$ 12.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium 3,490 – 3,870

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **10.9%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline **7%** Remain Stable **53%** Grow **40%**

Projected Next 24 Months

Decline **0%** Remain Stable **60%** Grow **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools
Child Day Care Services

RECRUITMENT METHODS

Newspaper Ads	87%
Colleges/Universities	67%
Employee Referrals	60%
Internet	53%

SUPPLY & DEMAND

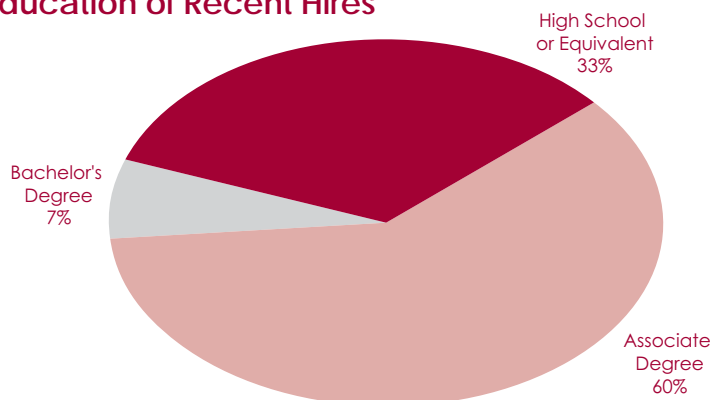
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **10.0%**

WORK PATTERNS

- ❖ 93% of all employers surveyed do promote.
- ❖ 80% of employers surveyed are non-union.
- ❖ 85% of employees work full time for an average of 39 hours per week. 14% work part-time for an average of 14 hours per week. 1% is temporary or on-call for an average of 6 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 3% of the employees are male, and 97% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



67% of employers surveyed report they will not accept training in lieu of experience. A combination of education and work experience is required for an instructional permit issued by the State Commission of Teacher Credentialing, which is only applicable to Public School Teachers.

67% of employers surveyed report previous work experience is required. The average length of work experienced required is 12 months. 80% of the employers responded they will not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Oral reading skills
- ❖ Artistic skills
- ❖ Musical skills
- ❖ Supervisory skills
- ❖ Record keeping skills
- ❖ Problem solving skills
- ❖ Ability to write effectively
- ❖ Classroom management skills
- ❖ Ability to apply principles of recreation
- ❖ Ability to administer emergency first aid
- ❖ Ability to operate audiovisual equipment

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to exercise patience
- ❖ Ability to work under pressure
- ❖ Possession of a clean police record

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ MS Publisher

For Career Advancement

- ❖ Good communication skills
- ❖ Organization skills
- ❖ Continuing education
- ❖ Leadership skills
- ❖ Management skills
- ❖ Dependability and patience

New Skills

- ❖ Computer technology
- ❖ Bilingual

Producers & Directors

Employers: 15 ❖ Employees: 58

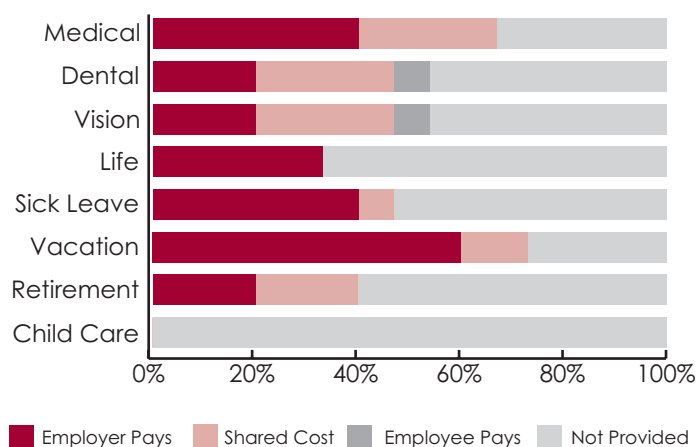
Producers and Directors produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. They are responsible for creative decisions, such as interpretation of script, choice of guests, set design, sound, special effects, and choreography.

Alternate Job Titles: Production Managers and Production Artists.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 9.59 - \$12.00	\$ 11.99
New Hires, Experienced:	\$11.99 - \$47.95	\$ 20.00
3+ Yrs. With Firm:	\$15.00 - \$50.00	\$ 25.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 410 – 470

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **14.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **60%** Grow **40%**

Projected Next 24 Months

Decline **0%** Remain Stable **33%** Grow **67%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Motion Picture Production and Services
Community Performing Arts
Advertising

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
Internet	40%

SUPPLY & DEMAND

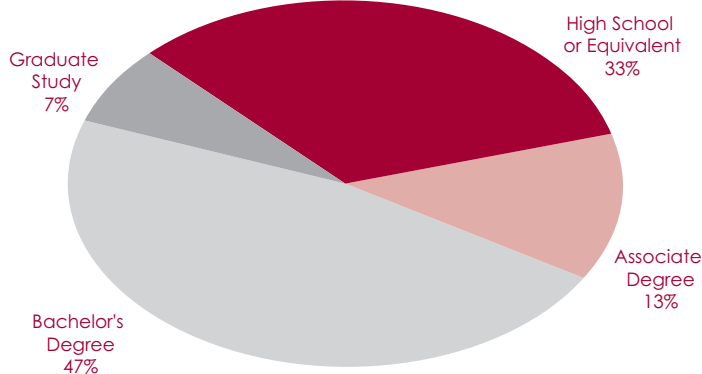
Employers report it is **very difficult** to find experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **9.8%**

WORK PATTERNS

- ❖ 73% of all employers surveyed do not promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 43% of employees work full time for an average of 41 hours per week. 19% work part-time for an average of 19 hours per week. 38% work temporary or on-call for an average of 14 hours per week.
- ❖ 100% of employers have a day shift. 33% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 47% of the employees are male, and 53% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



64% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 16 months. 87% of the employers report that technical or vocational training is not required.

73% of the employers surveyed report previous work experience is required. 20% report that it is not required but preferred. The average length of work experience required is 27 months. 86% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to meet schedules and deadlines
- ❖ Ability to understand finance and budgets
- ❖ Ability to provide a safe work environment
- ❖ Ability to coordinate the work of others
- ❖ Business management skills
- ❖ Creativity

Physical Skills

- ❖ Ability to work under constant pressure
- ❖ Ability to work in undesirable and unpleasant conditions

Personal or Other

- ❖ Willingness to work long and irregular hours
- ❖ Ability to endure unpredictable earnings
- ❖ Ability to endure intense competition
- ❖ Patience and commitment to the craft

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to work independently

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QuarkXpress
- ❖ PhotoShop
- ❖ Illustrator
- ❖ MAC Platform
- ❖ Final Cut
- ❖ AdvEd
- ❖ Discreet
- ❖ DVD Database

For Career Advancement

- ❖ Communication skills
- ❖ Organization skills
- ❖ Creativity
- ❖ Directing experience
- ❖ Community theater experience
- ❖ Diligence
- ❖ Continued education
- ❖ Interpersonal skills
- ❖ Knowledge of the field

New Skills

- ❖ Interactive media
- ❖ Knowledge of computer and technical skills

Production Planning & Expediting Clerks

Employers: 15 ❖ Employees: 40

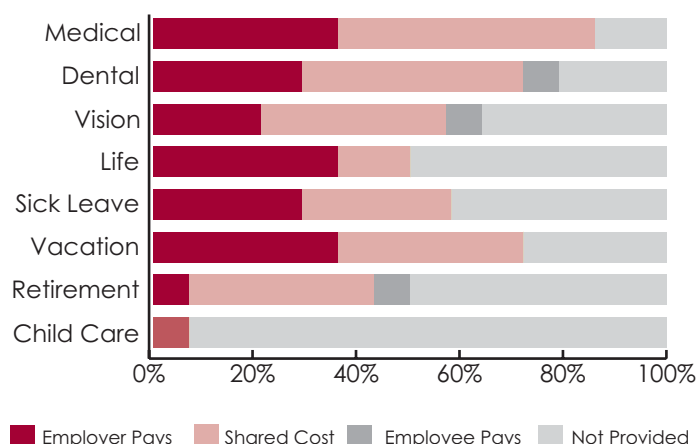
Production, Planning, and Expediting Clerks coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Their duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs and production problems.

Alternate Job Titles: Productions Managers, Expeditors, Project Managers, Productions Assistants, and Planners.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$ 6.75 - \$13.25	\$10.00
New Hires, Experienced:	\$ 9.00 - \$16.78	\$14.00
3+ Yrs. With Firm:	\$11.00 - \$25.89	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium 3,780 – 4,330

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **14.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline 7% Remain Stable 73% Grow 20%

Projected Next 24 Months

Decline 6% Remain Stable 27% Grow 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Professional and Commercial Equipment
Aircraft and Parts

RECRUITMENT METHODS

Newspaper Ads	67%
Employee Referrals	67%
Internet	67%

SUPPLY & DEMAND

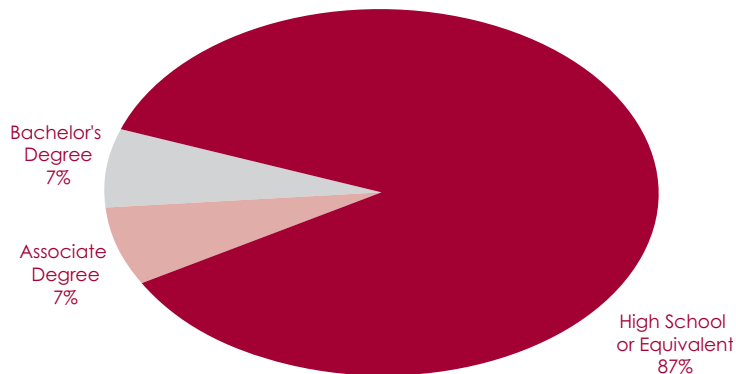
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is 8.1%

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 98% of employees work full time for an average of 42 hours per week. 3% work part-time for an average of 30 hours per week.
- ❖ 100% of employers have a day shift. 33% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 70% of the employees are male, and 30% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



73% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 7 months. 93% of the employers report that technical or vocational training is not required.

67% of the employers surveyed report previous work experience is required. 7% report that it is not required but preferred. The average length of work experience required is 31 months. 73% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Cost estimating skills
- ❖ Ability to create and implement production plans
- ❖ Ability to plan and organize the work of others
- ❖ Ability to apply inventory control methods
- ❖ Understanding FIFO (First-in First-out) inventory management
- ❖ Ability to analyze data to solve problems
- ❖ Record keeping skills
- ❖ Ability to apply materials resource planning (MRP) techniques
- ❖ Problem solving skills

Physical Skills

- ❖ Ability to stand for prolonged periods

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Ability to work under pressure

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Ability to think logically
- ❖ Ability to read and follow instructions
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ AS/400
- ❖ ERP System
- ❖ Internet

For Career Advancement

- ❖ Leadership skills
- ❖ Dependability
- ❖ Interpersonal skills
- ❖ Dedication and determination
- ❖ Communication skills
- ❖ Hard worker

New Skills

- ❖ Computer and technology skills
- ❖ Digital file formats

Production Inspectors, Testers, Graders, Sorters, Samplers & Weighers

Employers: 15 ❖ Employees: 164

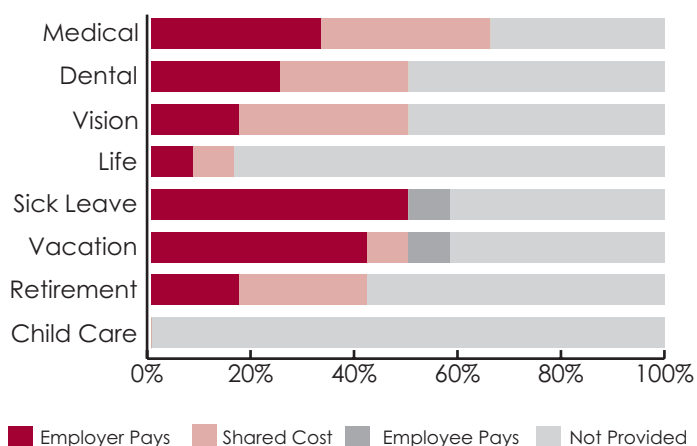
Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

Alternate Job Titles: Final Inspectors, Quality Control Inspectors, Inspectors, and In-Process Inspectors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$11.99	\$ 7.25
New Hires, Experienced	\$7.75 - \$21.50	\$11.00
3+ Years With Firm	\$9.00 - \$23.65	\$13.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,210 - 5,560

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **6.7%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 60% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electronic Components and Accessories
Miscellaneous Plastic Products

RECRUITMENT METHODS

Newspaper Ads	53%
Employee Referrals	53%
Walk-In Applicants	53%
Internet	27%

SUPPLY & DEMAND

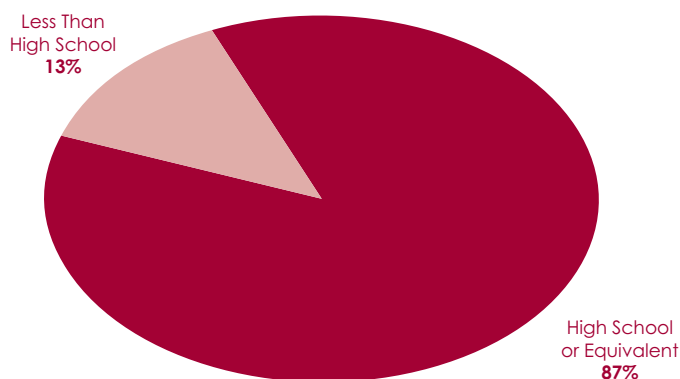
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **8.4%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 43 hours per week.
- ❖ 100% of employers have a day shift, 27% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ Emerging occupations include Robotic Engineering.
- ❖ 36% of the employees are female, and 64% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (73%) employers report they will not accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. **Almost all (87%)** employers require previous work experience and **almost all (80%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Quality Control Technician/Technology.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate circuit test equipment
- ❖ Ability to read blueprints
- ❖ Ability to calculate weights and measurements
- ❖ Ability to operate inspection equipment
- ❖ Ability to read schematics

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Good vision
- ❖ Willingness to work nights, weekends, and holidays
- ❖ Ability to work independently
- ❖ Willingness to travel
- ❖ Ability to tolerate noise and dust
- ❖ Possession of good color perception
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ AutoCAD
- ❖ Master CAM

For Career Advancement

- ❖ Works well with others
- ❖ Mechanical skills
- ❖ Math skills
- ❖ Good communication skills
- ❖ Continued education and training
- ❖ Hard worker
- ❖ Knowledge of machinery
- ❖ Ability to work in a fast paced environment
- ❖ Enthusiasm and a positive attitude

New Skills

- ❖ Understanding mechanical blueprints
- ❖ Updated programming skills

Radiologic Technologists

Employers: 15 ❖ Employees: 94

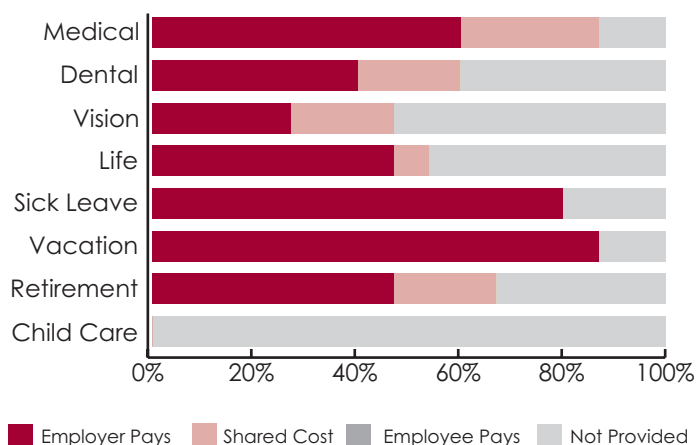
Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients' blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computerized tomography, ultrasound, and magnetic resonance, and those whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Alternate Job Titles: X-ray Technicians, MRI Techs, CAT Scanners, Radiologic Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.89 - \$18.41	\$15.50
New Hires, Experienced	\$12.95 - \$28.77	\$17.00
3+ Years With Firm	\$13.50 - \$33.56	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 750 - 830

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **10.7%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Medical and Dental Laboratories

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	47%
Colleges	33%
School Referrals	20%
Internet	20%

SUPPLY & DEMAND

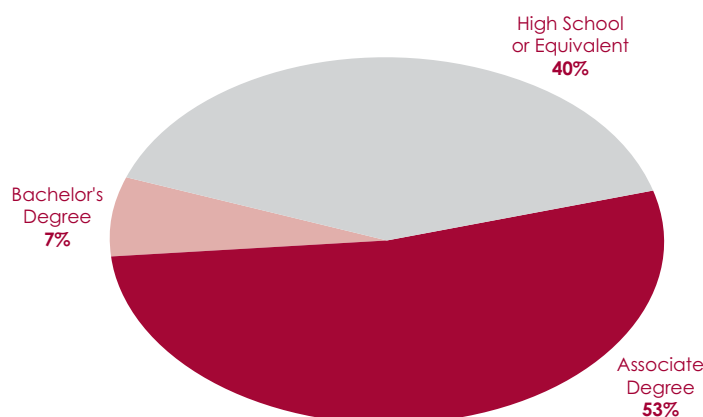
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **8.0%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 73% of employees work full time for an average of 40 hours per week. 6% of employees work part-time for an average of 21 hours per week. 21% of employees work temporary or on-call for an average of 20 hours per week.
- ❖ Emerging occupations include X-Ray Digital Imaging.
- ❖ 51% of the employees are female, and 49% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is required. **Some** employers require previous work experience and **most** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Radiological Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to use film developing equipment
- ❖ Ability to follow fluoroscopic imaging procedures
- ❖ Record keeping skills
- ❖ Knowledge of medical terminology
- ❖ Ultrasound scanning skills
- ❖ CT scanning skills
- ❖ Ability to follow safe equipment operating practices
- ❖ Ability to apply transferring techniques to moving patients
- ❖ Ability to take vital signs
- ❖ Ability to administer magnetic resonance imaging
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to work under pressure
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Interpersonal and communication skills
- ❖ Management skills
- ❖ Analytical skills
- ❖ Knowledge of charting
- ❖ Basic medical knowledge
- ❖ Basic computer skills

License

- ❖ Possession of a State Certified Radiologic Technologist certificate

Receptionists & Information Clerks

Employers: 15 ❖ Employees: 35

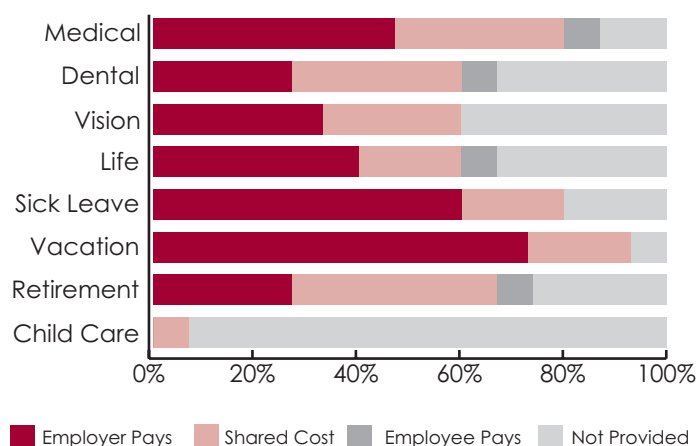
Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

Alternate Job Titles: Front Office Receptionists, and Front Line Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.75 - \$ 8.00	\$ 7.30
New Hires, Experienced	\$ 8.00 - \$13.56	\$10.00
3+ Years With Firm	\$10.00 - \$16.10	\$12.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 17,010 - 20,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **19.2%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 100% Grow - 0%

Projected Next 24 Months

Decline - 7% Remain Stable - 73% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Offices, Clinics and Hospitals
Mortgage Bankers and Brokers

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	60%
Internet	33%
Private Employment Agencies	13%

SUPPLY & DEMAND

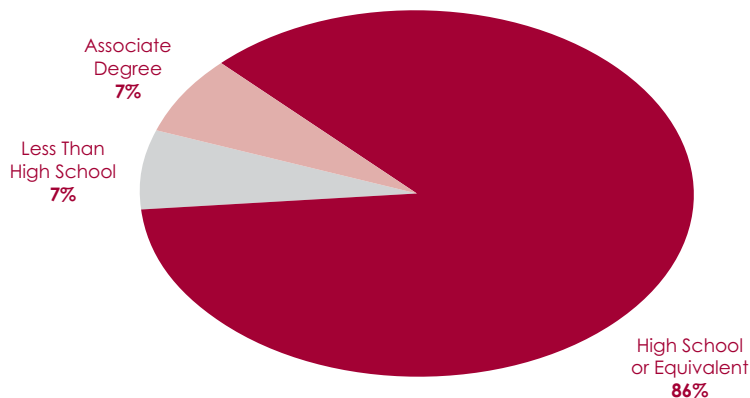
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **100.0%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 40 hours per week. 11% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers surveyed have a day shift and 7% have a swing shift.
- ❖ 97% of the employees are female, and 3% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all (88%) employers report they will not accept training in lieu of experience. **Almost all (87%)** employers report that technical or vocational training is not required. **Many (53%)** employers do require previous work experience and **most (75%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include General Office Occupations, Clerical Services and Computer Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ Ability to write effectively
- ❖ Ability to type at least 45 wpm
- ❖ Alphabetic and numeric filing skills
- ❖ Bookkeeping skills
- ❖ Ability to operate a multi-line command phone center
- ❖ Ability use word processing software

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Customer service skills
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Computer skills
- ❖ Professional appearance and demeanor
- ❖ Dependability and good attendance
- ❖ Interpersonal and communication skills
- ❖ Writing skills
- ❖ College education
- ❖ Multi-task oriented
- ❖ Telephone skills

New Skills

- ❖ Bilingual

Respiratory Care Practitioners

Employers: 15 ❖ Employees: 334

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

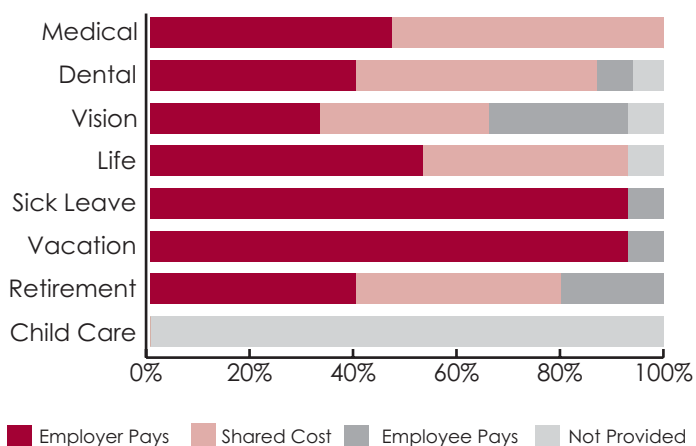
Alternate Job Titles: Respiratory Therapists and Respiratory Care Therapists I, II, III.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$14.99 - \$18.50	\$16.70
New Hires, Experienced	\$15.00 - \$21.00	\$18.00
3+ Years With Firm	\$16.53 - \$22.30	\$19.65

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$15.61 - \$20.50	\$19.00
New Hires, Experienced	\$16.31 - \$22.63	\$20.00
3+ Years With Firm	\$17.04 - \$22.63	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 660 - 890

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **34.8%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 60% Grow - 33%

Projected Next 24 Months

Decline - 7% Remain Stable - 27% Grow - 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals

RECRUITMENT METHODS

Newspaper Ads	47%
Employee Referrals	40%
Walk-Ins	40%
Internet	40%
School Referrals	33%

SUPPLY & DEMAND

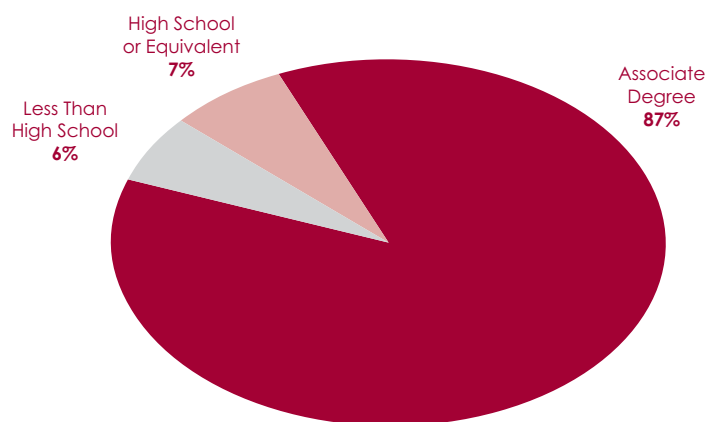
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **19.4%**.

WORK PATTERNS

- ❖ 100% of employers promote.
- ❖ 80% of employers surveyed are non-union.
- ❖ 70% of employees work full time for an average of 37 hours per week. 12% of employees work part time for an average of 26 hours per week. 17% of employees work temporary or on-call for an average of 16 hours per week.
- ❖ 100% of all employers have day shifts. 60% of employers have a swing shift, and 80% of employers have a graveyard shift.
- ❖ Emerging occupations include Sleep Studies Specialist.
- ❖ 47% of the employees are female, and 53% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (56%) employers report they will not accept training in lieu of experience. Almost all (93%) report that technical or vocational training is required. Many (40%) employers require previous work experience, and almost all (89%) employers will not accept other types of experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Respiratory Care Therapy.

Additional Resources:

- ❖ Respiratory Care Board of CA www.rcb.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a Respiratory Care Practitioner permit
- ❖ Ability to administer a pulmonary function test (PFT)
- ❖ Eligibility to become a Registered Respiratory Therapist (RRT)
- ❖ Ability to write effectively
- ❖ Possession of a Respiratory Care Practitioner (RCP) license
- ❖ Ability to administer an electro-cardiograph (EKG) test
- ❖ Ability to assist physician during bronchoscopy
- ❖ Ability to administer an electro-encephalograph (EEG) test
- ❖ Ability to perform endotracheal intubation
- ❖ Blood drawing skills
- ❖ Ability to record condition of patients
- ❖ Certified as a Registered Respiratory Therapist (RRT)

Personal or Other

- ❖ Possession of mechanical aptitude
- ❖ Ability to handle crisis situations
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Manual dexterity

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word and Excel
- ❖ Rapid Link
- ❖ Internet
- ❖ VeriTouch

For Career Advancement

- ❖ ACLS license
- ❖ Knowledge of field and equipment
- ❖ Leadership and management skills
- ❖ Bachelor's degree and continued education
- ❖ Interpersonal skills
- ❖ Good customer service and patient care
- ❖ Accuracy

New Skills

- ❖ Knowledge of new technology
- ❖ Ability to work with neo-natal patients

Roofers

Employers: 15 ❖ Employees: 556

Roofers cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

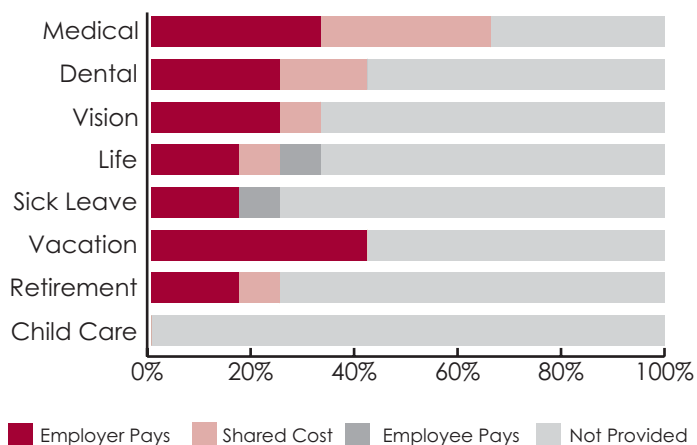
Alternate Job Titles: Applicators, Tile Setters, and Water Proofers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$10.00* - \$14.38	\$ 10.20
New Hires, Experienced:	\$ 9.00 - \$19.18	\$ 15.00
3+ Yrs. With Firm:	\$15.00 - \$25.00	\$ 20.00

*Not all employers hire Roofers with no experience; consequently the wages they reported are skewed in this category.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 1,570 – 1,830

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **16.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline **13%** Remain Stable **27%** Grow **60%**

Projected Next 24 Months

Decline **6%** Remain Stable **47%** Grow **47%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Roofing, siding and sheet metal companies

RECRUITMENT METHODS

Employee Referrals	93%
Newspaper Ads	53%
Walk-In Applicants	47%

SUPPLY & DEMAND

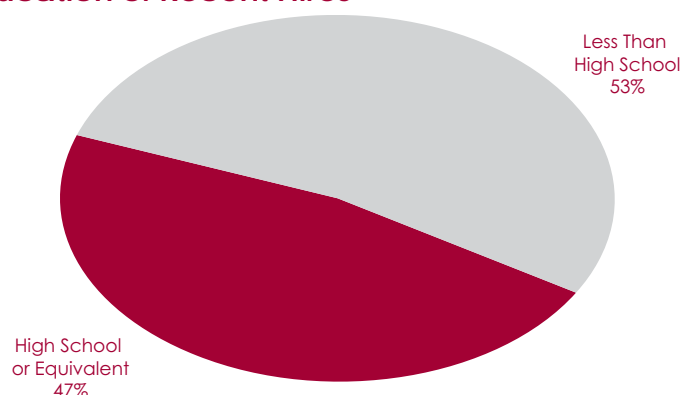
Employers report it is **very difficult** to find experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **2.6%**

WORK PATTERNS

- ❖ 60% of all employers surveyed do promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 94% of employees work full time for an average of 40 hours per week. 5% work part-time for an average of 23 hours per week. 1% is temporary or on-call for an average of 33 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



55% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 20 months. All employers report that technical or vocational training is not required.

60% of the employers surveyed report previous work experience is required. The average length of work experience required is 34 months. 55% of the employers responded they would accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to install and repair roofing tiles
- ❖ Carpentry skills
- ❖ Knowledge of tar and asphalt mixtures
- ❖ Understanding of building codes
- ❖ Ability to apply composition roofing materials
- ❖ Ability to apply asphalt felts and coatings
- ❖ Ability to install and repair shingles and shakes
- ❖ Shop math skills
- ❖ Ability to implement safe work practices
- ❖ Basic construction skills
- ❖ Roofing skills

Physical Skills

- ❖ Ability to lift at least 100 lbs. repeatedly
- ❖ Ability to climb to high places
- ❖ Ability to tolerate dust and unpleasant odors

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Possession of a valid driver's license

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Good communication skills
- ❖ Good interpersonal skills
- ❖ Leadership skills
- ❖ Dependability
- ❖ Hard worker

New Skills

- ❖ Ability to read blueprints
- ❖ New application techniques

Sales Agents - Advertising

Employers: 15 ❖ Employees: 86

Advertising Sales Agents sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

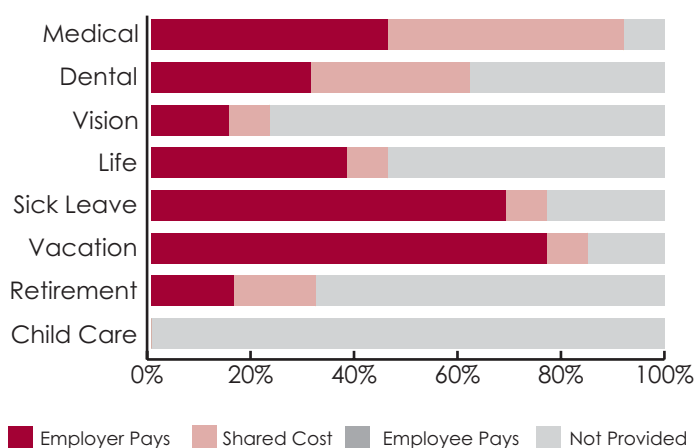
Alternate Job Titles: Account Executives, Account Managers, Account Supervisors, Account Representatives, and Marketing Directors.

WAGES & BENEFITS

Full & Part-Time Wages*	Range	Median
New Hires, Inexperienced	\$ 9.59 - \$19.18	\$12.00
New Hires, Experienced	\$ 9.59 - \$25.65	\$13.42
3+ Years With Firm	\$11.51 - \$48.00	\$19.18

*Employers reporting only commission wages are included in Wage Range and Median.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,360 - 1,930

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.9%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **40%** Grow - **47%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Newspapers and Magazines
Radio and Television Broadcasting

RECRUITMENT METHODS

Newspaper Ads	67%
Employee Referrals	67%
Internet	27%
Colleges/Universities	20%

SUPPLY & DEMAND

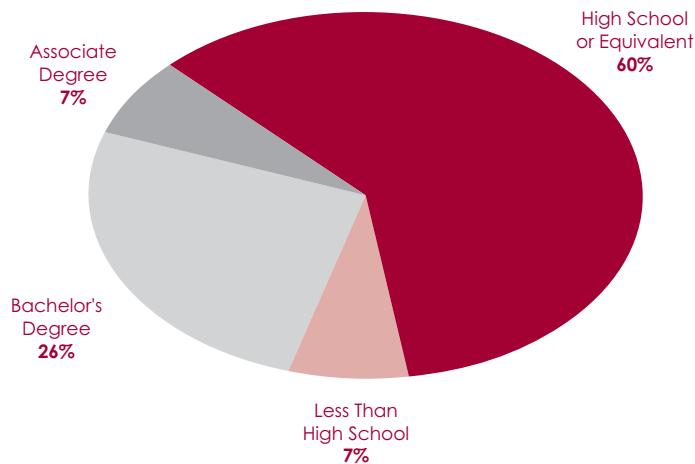
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **42.7%**.

WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 41 hours per week. 10% of employees work part-time for an average of 26 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 40% of the employees are female, and 60% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. All (100%) employers report that technical or vocational training is not required. Many (40%) employers require previous work experience and most (70%) will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Advertising and Computers.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Ability to apply sales techniques
- ❖ Ability to analyze and use market research data and reports
- ❖ Record keeping skills
- ❖ Verbal presentation skills
- ❖ Possession of a valid driver's license
- ❖ Telephone sales skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Report writing skills
- ❖ Media advertising sales skills
- ❖ Ability to apply marketing techniques

Personal or Other

- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Willingness to travel
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ File Maker Pro

For Career Advancement

- ❖ Time management skills
- ❖ Product knowledge
- ❖ Management skills
- ❖ Demonstrates initiative
- ❖ Communication skills
- ❖ Good customer service
- ❖ Tenacity and ambition

New Skills

- ❖ Internet research skills

Sales Agents - Selected Business Services

Employers: 15 ❖ Employees: 58

Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, book-keeping, security, printing, and storage space. Does not include sales agents who primarily sell advertising, insurance, financial, and real estate services.

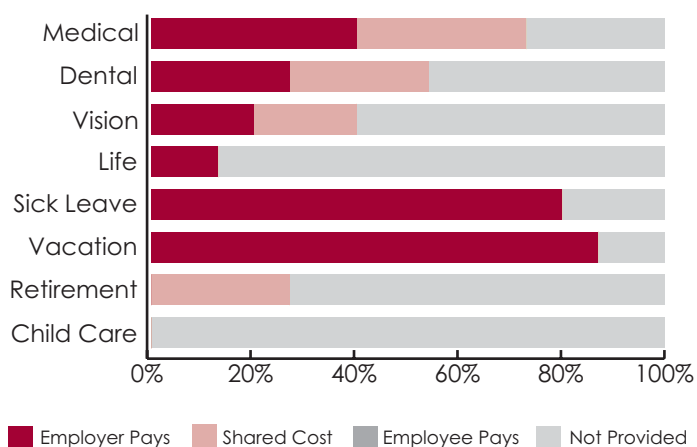
Alternate Job Titles: Corporate Agents, Account Executives, Account Managers, and Brokers.

WAGES & BENEFITS

Full & Part-Time Wages*	Range	Median
New Hires, Inexperienced	\$7.00 - \$27.50	\$11.19
New Hires, Experienced	\$8.00 - \$21.58	\$13.02
3+ Years With Firm	\$8.00 - \$33.56	\$18.23

**Employer reporting only commission wages are included in Wage Range and Median.*

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 3,860 - 5,220

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **35.2%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 47% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Telephone Communications
Computer and Data Processing Services

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	47%
Walk-In Applicants	33%
In-House Promotion	27%

SUPPLY & DEMAND

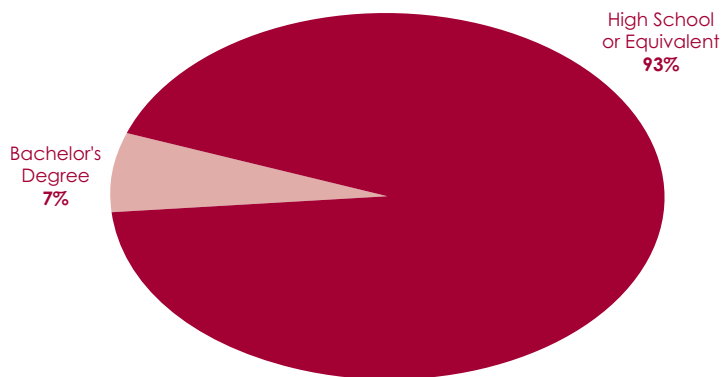
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **83.3%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 71% of employees work full time for an average of 41 hours per week. 21% of employees work part-time for an average of 24 hours per week, and 8% work temporary or on call for an average of 40 hours per week.
- ❖ 93% of employers have a day shift. 7% of employers report the shift is open.
- ❖ 52% of the employees are female, and 48% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (67%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (67%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Selling Skills and Sales Operations, Business Management and Marketing, and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Report writing skills
- ❖ Business math skills
- ❖ Understanding of inventory techniques
- ❖ Ability to demonstrate knowledge of specific products
- ❖ Possession of a valid driver's license
- ❖ Ability to apply sales techniques
- ❖ Record keeping skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Telephone sales skills
- ❖ Ability to write effectively
- ❖ Verbal presentation skills

Personal or Other

- ❖ Public contact skills
- ❖ Possession of a good DMV driving record
- ❖ Possession of a reliable vehicle
- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Willingness to travel

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Access
- ❖ Apollo

For Career Advancement

- ❖ Leadership and dependability
- ❖ Continued education
- ❖ Communication, interpersonal, and motivation skills
- ❖ Industry knowledge
- ❖ Sales ability

New Skills

- ❖ Internet use
- ❖ Keeping up with new technology

Secondary School Teachers

Employers: 15 ❖ Employees: 4,597

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

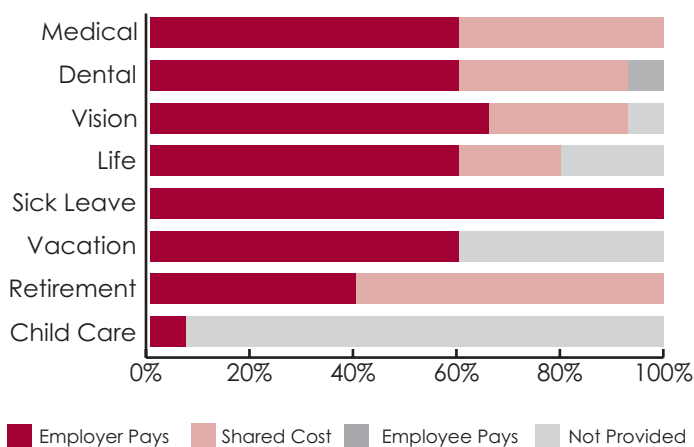
Alternate Job Titles: Teachers, High School Teachers, and Faculty.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$10.23 - \$14.38	\$13.42
New Hires, Experienced	\$10.23 - \$16.78	\$14.38
3+ Years With Firm	\$11.19 - \$19.18	\$15.34

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.40 - \$22.53	\$18.58
New Hires, Experienced	\$16.40 - \$22.36	\$19.88
3+ Years With Firm	\$18.67 - \$31.67	\$24.45

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 9,860 - 12,130

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.0%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 33% Grow - 67%

Projected Next 24 Months

Decline - 27% Remain Stable - 53% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Middle and High Schools, Public and Private

RECRUITMENT METHODS

Colleges/Universities	73%
Internet	67%
Walk-In Applicants	33%
Job Fairs	27%
Employee Referrals	27%

SUPPLY & DEMAND

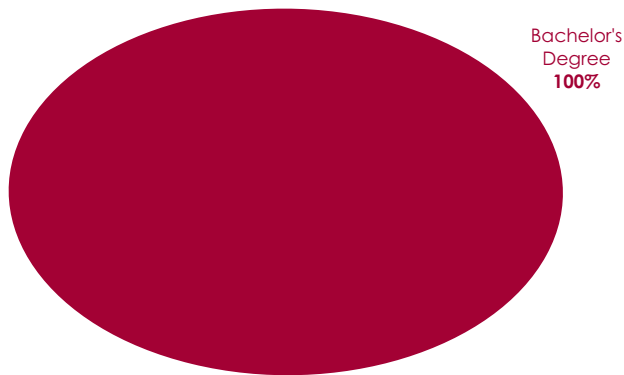
Employers report it is **N/A** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **8.8%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 60% of employers surveyed are union.
- ❖ 97% of employees work full time for an average of 38 hours per week. 3% of employees work part-time for an average of 22 hours per week.
- ❖ 100% of employers surveyed have a day shift.
- ❖ 53% of the employees are female, and 47% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (60%) employers report they will accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. No employers require previous work experience, but **some (33%)** prefer previous work experience. **Most (60%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Secondary Education and Teaching Courses, Science, Math, English, Music and Government.

Additional Resources:

- ❖ CA Comm. on Teacher Credentialing www.ctc.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a State teacher's certificate
- ❖ Problem solving skills
- ❖ Record keeping skills
- ❖ Ability to perform advanced mathematical computations
- ❖ Ability to administer emergency first aid
- ❖ Classroom management skills
- ❖ Supervisory skills
- ❖ Ability to write effectively
- ❖ Audiovisual teaching skills

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Ability to work independently
- ❖ Ability to exercise patience
- ❖ Possession of a clean police record
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Internet
- ❖ Student Administrative Software (SASI)

For Career Advancement

- ❖ Continuing education
- ❖ Administrative credential
- ❖ Interpersonal skills
- ❖ Management and leadership skills
- ❖ Good teaching skills

New Skills

- ❖ CLAD Agreement
- ❖ Bilingual
- ❖ New teaching methods
- ❖ Computer knowledge and ability to learn technology
- ❖ Awareness of potential violence problems

Secretaries - Except Legal & Medical

Employers: 15 ❖ Employees: 38

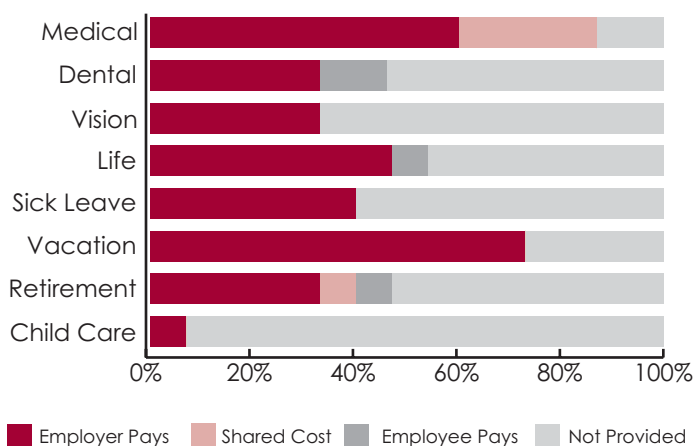
Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Alternate Job Titles: Office Managers, Administrative Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 8.00 - \$14.00	\$ 9.00
New Hires, Experienced	\$ 8.00 - \$14.38	\$11.99
3+ Years With Firm	\$12.00 - \$20.00	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 21,010 - 22,080

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **5.1%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 13% Remain Stable - 74% Grow - 13%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools
Colleges and Universities
Engineering and Architectural Services

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	67%
Walk-In Applicants	33%
Employment Agencies	20%
Internet	20%

SUPPLY & DEMAND

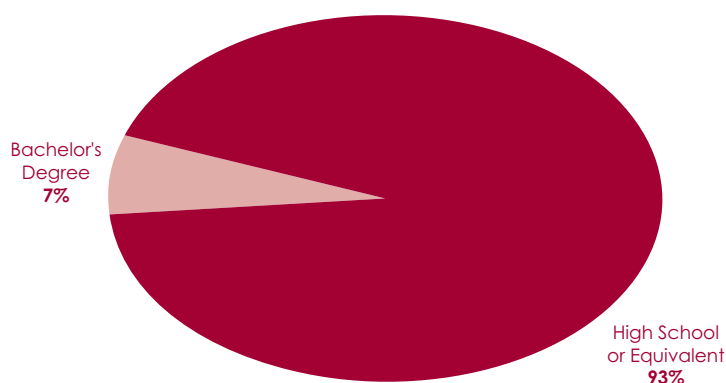
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **8.6%**.

WORK PATTERNS

- ❖ 33% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 95% of employees work full time for an average of 40 hours per week. 5% of employees work part-time for an average of 20 hours per week.
- ❖ 61% of the employees are female, and 39% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers require previous work experience and **almost all** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer Courses, Administrative Assistant and Clerical Services.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Alphabetic and numeric filing skills
- ❖ Ability to type at least 60 wpm
- ❖ Proofreading skills
- ❖ Ability to operate a transcribing machine
- ❖ Ability to follow billing procedures
- ❖ Ability to take dictation at 100 wpm or more
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to use spreadsheet software
- ❖ Ability to use word processing software
- ❖ Ability to maintain an appointment calendar

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ QuickBooks
- ❖ FileMaker

For Career Advancement

- ❖ Computer skills
- ❖ Initiative
- ❖ Public relations and interpersonal skills
- ❖ Writing skills
- ❖ Patience

New Skills

- ❖ Knowledge of payroll and human resources

Speech-Language Pathologists

Employers: 15 ❖ Employees: 206

Speech-Language Pathologists assess and treat persons with speech, language, voice, and fluency disorders. They may select alternative communication systems and teach their use. They may perform research related to speech and language problems.

Alternate Job Titles: Speech Pathologists, Speech Therapists, and Speech/Language Specialists.

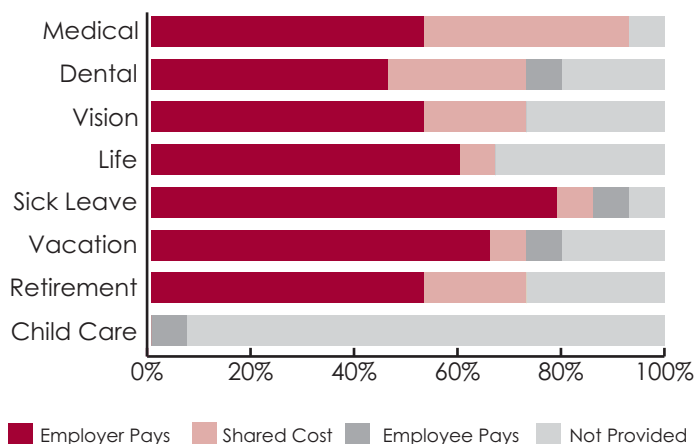
WAGES & BENEFITS

Union Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$16.74* - \$32.95	\$23.37
New Hires, Experienced:	\$16.58 - \$38.36	\$22.46
3+ Yrs. With Firm:	\$18.07 - \$43.84	\$30.43

Non-Union Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$19.18* - \$35.00	\$21.82
New Hires, Experienced:	\$12.00 - \$40.00	\$26.37
3+ Yrs. With Firm:	\$15.00 - \$41.46	\$28.77

* Not all employers hire Speech Pathologists with no experience; consequently the wages they reported are skewed in this category.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small 610 – 800

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **31.1%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **33%** Grow **67%**

Projected Next 24 Months

Decline **0%** Remain Stable **40%** Grow **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Offices of Speech Pathologists
Elementary and Secondary Schools

RECRUITMENT METHODS

Employee Referrals	60%
Internet	53%
Newspaper Ads	33%

SUPPLY & DEMAND

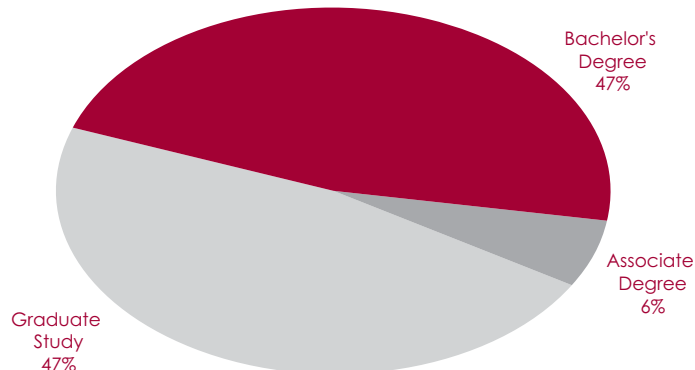
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **9.1%**

WORK PATTERNS

- ❖ 67% of all employers surveyed do not promote.
- ❖ 60% of employers surveyed are non-union.
- ❖ 64% of employees work full time for an average of 39 hours per week. 34% work part-time for an average of 24 hours per week. 2% are temporary or on-call for an average 5 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 9% of the employees are male, and 91% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



80% of the employers surveyed report they will not accept training in lieu of experience. 47% of the employers report that technical or vocational training is required prior to employment. The average length of training required is 40 months.

67% of employers surveyed report previous work experience is not required. The average length of work experience required is 11 months. 100% of the employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to apply hearing, language or speech theory
- ❖ Ability to effectively communicate diagnostic test results and proposed treatment
- ❖ Ability to evaluate, treat, and research communication disorders
- ❖ Record keeping skills
- ❖ Ability to plan and organize rehabilitative training programs
- ❖ Possession of a State of California license for Speech-Language Pathology and Audiology
- ❖ Possession of a Clinical-Rehabilitative Services Credential (CRSC)
- ❖ Ability to use computer applications to identify communication disabilities

Personal or Other

- ❖ Ability to concentrate
- ❖ Ability to pay attention to detail
- ❖ Ability to provide support to clients and their families
- ❖ Ability to work independently
- ❖ Good listening skills
- ❖ Positive attitude
- ❖ Ability to exercise patience

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Good communication skills
- ❖ Good interpersonal skills
- ❖ Leadership and punctuality
- ❖ Organizational skills
- ❖ Knowledge of special education laws

New Skills

- ❖ Augmentative Communication
- ❖ Computer Software Skills
- ❖ Assistive technology skills
- ❖ Sensory-based therapy skills

Special Education Teachers

Employers: 15 ❖ Employees: 741

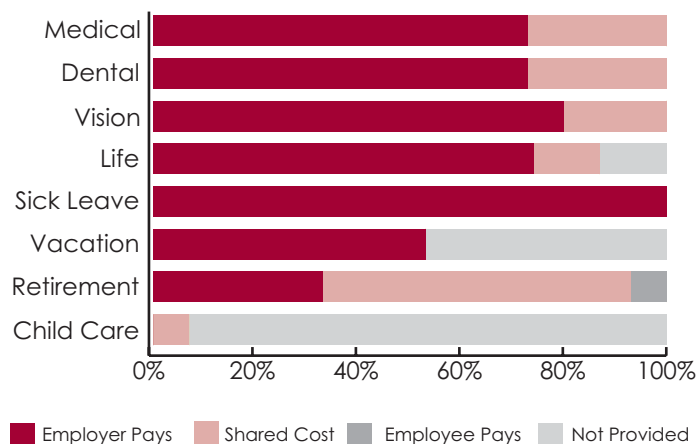
Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Alternate Job Titles: Resource Specialists, Inclusion Specialists, and Special Ed Teachers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$14.38 - \$22.11	\$19.50
New Hires, Experienced	\$14.38 - \$26.77	\$19.88
3+ Years With Firm	\$14.38 - \$31.90	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,860 - 3,740

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.8%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **6%** Remain Stable - **47%** Grow - **47%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **60%** Grow - **33%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools

RECRUITMENT METHODS

Colleges/Universities	86%
Internet	71%
Job Fairs	36%
Newspaper Ads	21%

SUPPLY & DEMAND

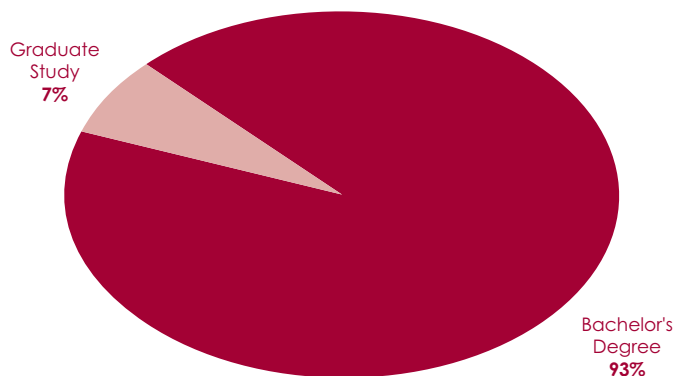
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **11.8%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 80% of employers surveyed are union.
- ❖ 96% of employees work full time for an average of 38 hours per week. 4% of employees work part-time for an average of 20 hours per week.
- ❖ 100% of employers surveyed have a day shift.
- ❖ 68% of the employees are female, and 32% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is required. **Most (73%)** employers do not require previous work experience and **most (75%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Special Education and General Teaching.

Additional Resources:

- ❖ CA Comm. on Teacher Credentialing www.ctc.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Sign language
- ❖ Ability to read Braille
- ❖ Ability to read lips
- ❖ Ability to teach physical education
- ❖ Ability to use a computer as a teaching tool
- ❖ Ability to plan and organize training programs
- ❖ Classroom management skills

Personal or Other

- ❖ Imagination and creativity
- ❖ Ability to exercise patience
- ❖ Ability to work independently
- ❖ Ability to maintain classroom discipline
- ❖ Ability to handle crisis situations

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Access

For Career Advancement

- ❖ Continuing education
- ❖ Organizational skills
- ❖ Counseling credential
- ❖ Administrative credential
- ❖ Leadership skills
- ❖ Management skills
- ❖ Communication skills

License

- ❖ Education Specialist Instruction Credential

New Skills

- ❖ CLAD Agreement
- ❖ Bilingual

Stock Clerks - Sales Floor

Employers: 18 ❖ Employees: 125

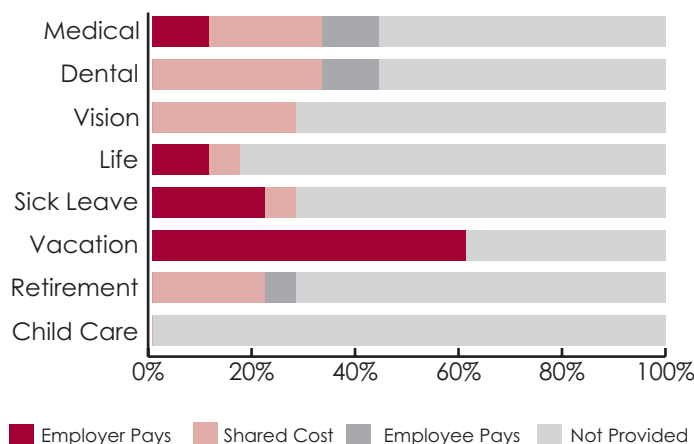
Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

Alternate Job Titles: Sales Associates, Grocery Clerks, Merchandise Processing Team Members, and Clerks.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.00	\$7.00
New Hires, Experienced	\$6.75 - \$10.00	\$7.75
3+ Years With Firm	\$6.75 - \$14.00	\$9.75

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 13,640 - 14,510

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **6.4%**

Growth Rate Relative to County Average:
Slower Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 78% Grow - 22%

Projected Next 24 Months

Decline - 11% Remain Stable - 44% Grow - 44%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Department Stores
Grocery Stores

RECRUITMENT METHODS

Walk-Ins	89%
Employee Referrals	61%
Newspaper Ads	28%
In-House Promotion	17%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **31.9%**.

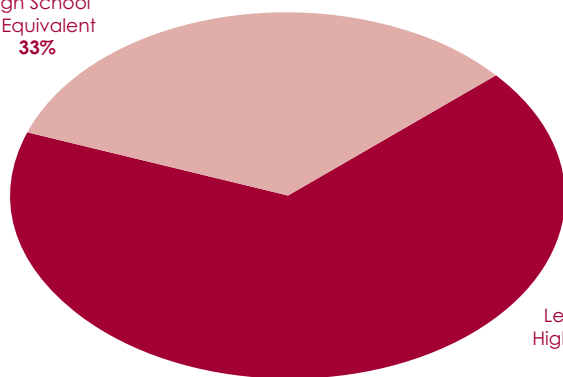
WORK PATTERNS

- ❖ 61% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 54% of employees work full time for an average of 40 hours per week. 46% of employees work part-time for an average of 21 hours per week.
- ❖ 89% of employers surveyed have a day shift, 72% have a swing shift, and 33% have a graveyard shift.
- ❖ 28% of the employees are female, and 72% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires

High School
or Equivalent
33%



Less Than
High School
67%

Most (67%) employers report they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (67%)** employers do not require previous work experience and **almost all (83%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Retailing and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate a fork lift
- ❖ Understanding of inventory techniques
- ❖ Bondable
- ❖ Cash handling skills
- ❖ Record keeping skills

Physical

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

Computer Software

- ❖ Database

For Career Advancement

- ❖ Good work ethic and performance
- ❖ Knowledge of industry and products
- ❖ Responsible, honest, and reliable
- ❖ Ability to work independently
- ❖ Ability to work well with others

New Skills

- ❖ Database, e-mail and scanner skills

Stock Clerks - Stockroom, Warehouse, Storage Yard

Employers: 15 ❖ Employees: 111

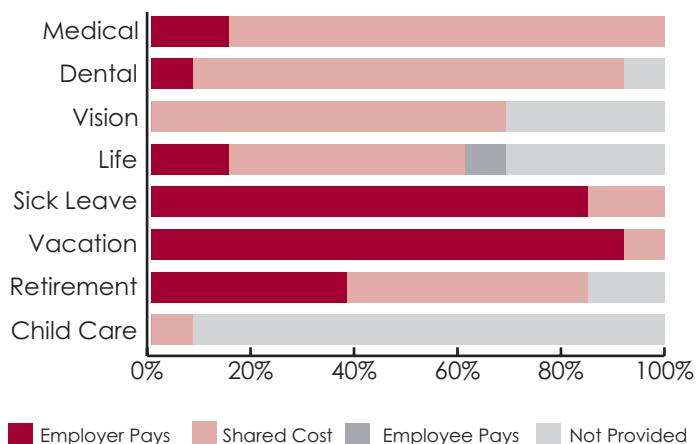
Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Alternate Job Titles: Parts Distribution Center Processors, Warehouse Employees, Merchandising Product

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$ 8.00	\$ 7.00
New Hires, Experienced	\$6.75 - \$10.00	\$ 7.70
3+ Years With Firm	\$7.00 - \$15.00	\$10.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,050 - 11,900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **18.4%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 7% Remain Stable - 40% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Department Stores

RECRUITMENT METHODS

Employee Referrals	73%
Walk-Ins	60%
In-House Promotion	33%
Internet	20%

SUPPLY & DEMAND

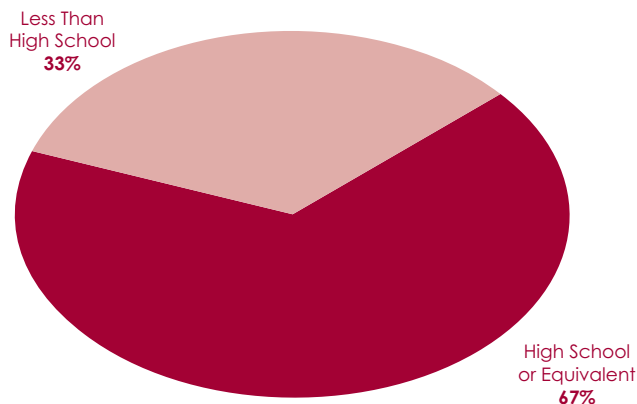
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **63.2%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 67% of employees work full time for an average of 39 hours per week. 33% of employees work part-time for an average of 22 hours per week.
- ❖ 93% of employers surveyed have a day shift, 13% have a swing shift, and 7% have a graveyard shift.
- ❖ 37% of the employees are female, and 63% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Many (53%)** employers do not require previous work experience and **most (71%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Retailing and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Understanding of inventory techniques
- ❖ Labeling skills
- ❖ Ability to operate a forklift
- ❖ Ability to stock shelves
- ❖ Possession of a valid Class B driver's license

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to follow oral instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Leadership
- ❖ Good communication skills
- ❖ Organizational skills
- ❖ Punctuality and dependability
- ❖ Good work performance

New Skills

- ❖ Computer skills

Technical Writers

Employers: 17 ❖ Employees: 72

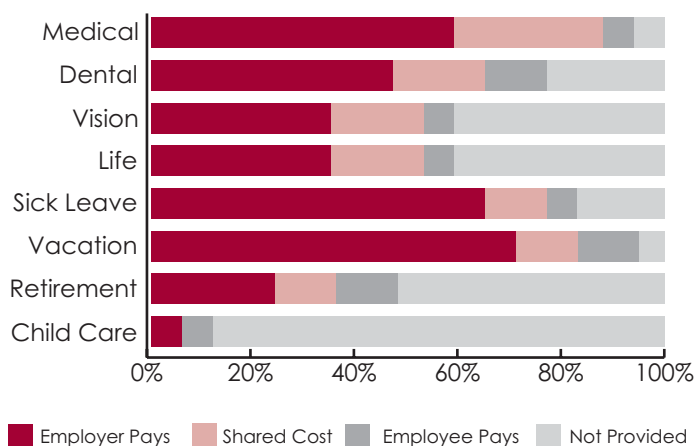
Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

Alternate Job Titles: Documentation Specialists, Documentation Managers, Tech Support.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 7.00 - \$16.78	\$14.38
New Hires, Experienced	\$13.34 - \$25.57	\$17.26
3+ Years With Firm	\$14.58 - \$33.56	\$23.01

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 660 - 840

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **27.3%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **17%** Remain Stable - **59%** Grow - **24%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **41%** Grow - **59%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Miscellaneous Publishing

RECRUITMENT METHODS

Employee Referrals	59%
Internet	47%
Newspaper Ads	41%
Word of Mouth	29%
Employment Agencies	29%

SUPPLY & DEMAND

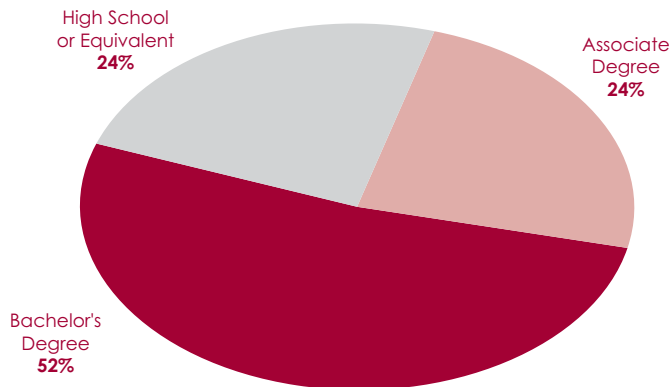
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **16.9%**.

WORK PATTERNS

- ❖ 59% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 93% of employees work full time for an average of 40 hours per week. 7% of employees work part-time for an average of 20 hours per week.
- ❖ Emerging occupations include Publishing.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **many** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Computer Courses, English Literature and Composition and Engineering Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read blueprints
- ❖ Proofreading skills
- ❖ Ability to write and use technical job specifications
- ❖ Ability to write detailed technical instructions
- ❖ Ability to use graphics software
- ❖ Understanding of scientific terms
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to demonstrate knowledge of specific products
- ❖ Ability to read working drawings

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to concentrate for long periods of time
- ❖ Ability to work independently
- ❖ Ability to meet deadlines
- ❖ Willingness to travel
- ❖ Ability to sit continuously for 2 or more hours

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Ability to think logically
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel, PowerPoint and Access
- ❖ Photoshop and Paint Shop Pro
- ❖ Dreamweaver and FrontPage
- ❖ Frame Maker and RoboHELP
- ❖ PageMaker

For Career Advancement

- ❖ Graphic Arts
- ❖ Knowledge of technical writing process
- ❖ Reading and writing skills
- ❖ Communication skills
- ❖ Team orientation
- ❖ Product knowledge
- ❖ Research ability
- ❖ Drawing skills in AutoCAD
- ❖ Knowledge of advertising

New Skills

- ❖ Project Management

Telemarketers

Employers: 15 ❖ Employees: 224

Telemarketers solicit orders for goods or services over the telephone.

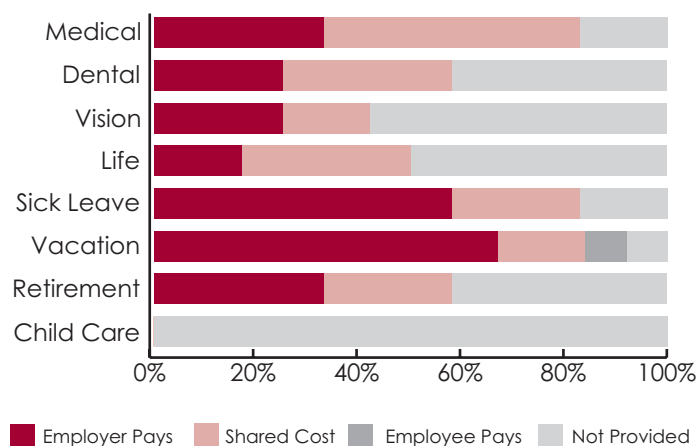
Alternate Job Titles: Appointment Setters, Sales Marketers, Sales Consultants, Call Center Operators, and Teleprospecting Representatives.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$7.00 - \$10.00	\$ 8.00
New Hires, Experienced:	\$6.75 - \$12.00	\$10.00
3+ Yrs. With Firm:	\$6.75 - \$16.44	\$12.00

*Several employers reported that employees might receive commissions and bonuses in addition to their regular wages. The wages listed do not reflect either a bonus or commission. Consequently the wages reported are skewed.

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large 5,680 – 6,540

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate For This Occupation 2001- 2008 **15.1%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline **7%** Remain Stable **40%** Grow **53%**

Projected Next 24 Months

Decline **13%** Remain Stable **27%** Grow **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Telemarketing Services
Telephone Communications

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	67%
Walk-In Applicants	47%
Internet	47%

SUPPLY & DEMAND

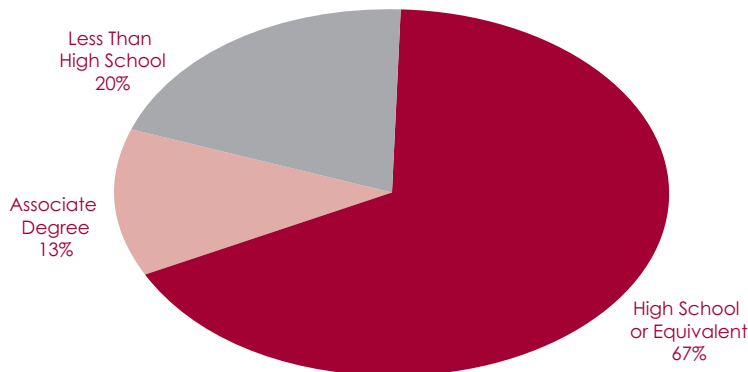
Employers report it is **moderately difficult** to find experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **42.0%**

WORK PATTERNS

- ❖ 80% of all employers surveyed do promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 79% of employees work full time for an average of 33 hours per week. 20% work part-time for an average of 22 hours per week. 1% work seasonal for an average of 12 hours per week.
- ❖ 100% of employers have a day shift. 33% of employers have a swing shift.
- ❖ 50% of the employees are male, and 50% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



50% of the employers surveyed report they will accept training in lieu of experience. The average length of substitute training required is 3 months. 100% of the employers report that technical or vocational training is not required.

47% of the employers surveyed report previous work experience is not required. 13% report that it is not required but preferred. The average length of work experience required is 10 months. 63% of the employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Sales Skills
- ❖ Carpentry skills
- ❖ Knowledge of vendors and suppliers
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Telephone sales skills
- ❖ Knowledge of local services and entertainment
- ❖ Ability to apply sales techniques
- ❖ Ability to process orders for products or services

Personal or Other

- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Genesys
- ❖ Act
- ❖ FileMaker

For Career Advancement

- ❖ Good communication skills
- ❖ Customer service skills
- ❖ Good telephone presence
- ❖ Organizational skills
- ❖ Dependability
- ❖ Sales skills

New Skills

- ❖ Ability to operate new telephone technology
- ❖ Computer knowledge

Telephone & Cable TV Line Installers & Repairers

Employers: 16 ❖ Employees: 559

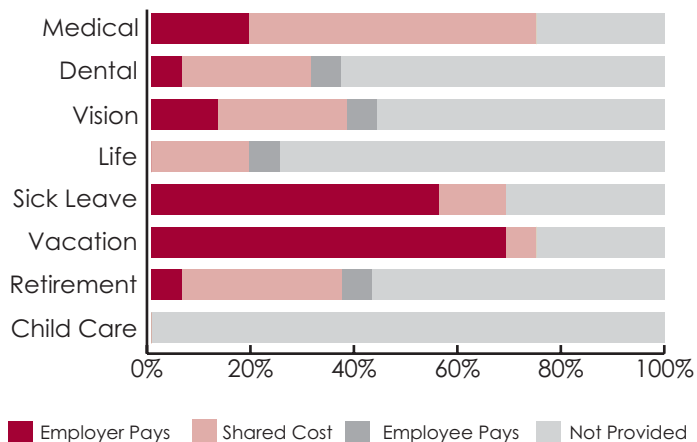
Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

Alternate Job Titles: Technicians, Utilities Installers, Service Technicians Installation & Repair, and Techs.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.75 - \$10.00	\$ 9.00
New Hires, Experienced	\$ 8.00 - \$15.00	\$12.25
3+ Years With Firm	\$12.00 - \$25.00	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,820 - 2,460

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **35.2%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - **38%** Remain Stable - **38%** Grow - **24%**

Projected Next 24 Months

Decline - **13%** Remain Stable - **56%** Grow - **31%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electrical Work
Telephone Communication Services

RECRUITMENT METHODS

Newspaper Ads	67%
Walk-In Applicants	53%
Employee Referrals	47%
Internet	13%

SUPPLY & DEMAND

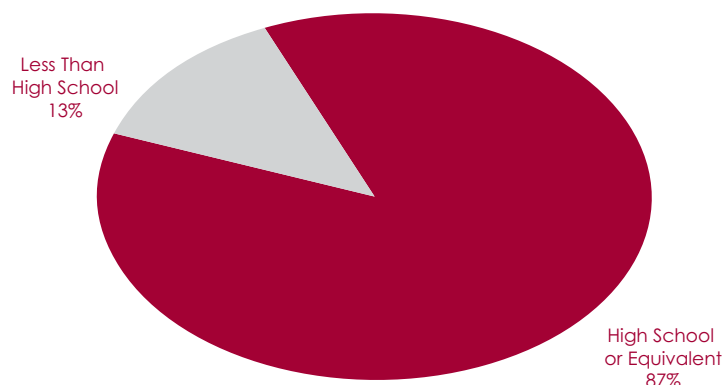
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **1.3%**.

WORK PATTERNS

- ❖ 81% of all employers promote.
- ❖ 88% of employers surveyed are non-union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers surveyed have a day shift, 31% have a swing shift, and 25% have a graveyard shift.
- ❖ 2% of the employees are female, and 98% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (54%) employers report they will accept training in lieu of experience. **Almost all (88%)** employers report that technical or vocational training is not required. **Many (44%)** employers require previous work experience; however **some (38%)** report it is not required, but preferred. **Many (54%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Communications Systems Installation and Repair Technology, Computer, Math and Electronics Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate trenching machines
- ❖ Possession of a valid driver's license
- ❖ Problem solving skills
- ❖ Ability to implement safe work practices
- ❖ Ability to use hand tools
- ❖ Ability to apply laser technology
- ❖ Understanding of fiber optics
- ❖ Ability to read schematics
- ❖ Ability to read blueprints
- ❖ Ability to apply principles of microwave technology
- ❖ Ability to operate electric testing equipment
- ❖ Ability to use service manuals

Physical

- ❖ Ability to crawl under buildings
- ❖ Possession of good color perception
- ❖ Ability to climb poles

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Willingness to work on-call
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ AutoCAD

For Career Advancement

- ❖ Supervising skills
- ❖ Wiring skills
- ❖ Engineering skills
- ❖ Continued education
- ❖ Good work performance
- ❖ Communication skills
- ❖ Reliability, punctuality, and loyalty
- ❖ Problem solving skills

New Skills

- ❖ Wireless networking
- ❖ Knowledge of fiber optics

Travel Agents

Employers: 15 ❖ Employees: 224

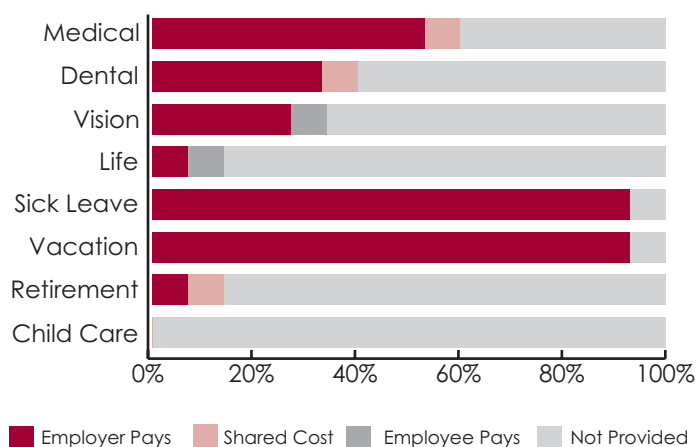
Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical areas, airplane charters, or package tours.

Alternate Job Titles: Travel Consultants and Travel Counselors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$ 6.50 - \$ 8.05	\$ 6.75
New Hires, Experienced	\$ 7.00 - \$15.00	\$11.00
3+ Years With Firm	\$10.00 - \$21.58	\$14.38

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,680 - 2,260

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **34.5%**

Growth Rate Relative to County Average:
Much Faster Than Average

U.S. Department of Labor Forecast:
Much Slower Than Average Nationwide

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **60%** Grow - **27%**

Projected Next 24 Months

Decline - **27%** Remain Stable - **46%** Grow - **27%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Travel Agencies
Passenger Transportation Services

RECRUITMENT METHODS

Newspaper Ads	60%
Colleges	33%
Internet	27%
Trade Journals	27%
Word of Mouth	20%
Employment Agencies	20%

SUPPLY & DEMAND

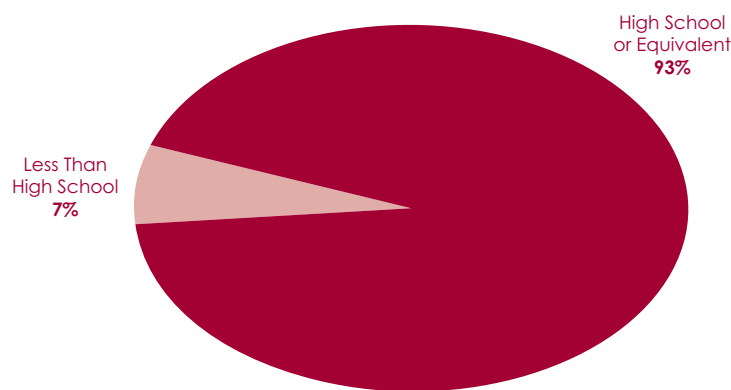
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **21.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 24 hours per week.
- ❖ Emerging occupations include Travel Network Technician.
- ❖ 88% of the employees are female, and 12% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Almost all** employers require previous work experience and **all** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Travel Services Marketing Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Ability to type at least 30 wpm
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Ability to use Apollo and Sabre software
- ❖ Knowledge of geography

Personal or Other

- ❖ Ability to work independently
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Sabre
- ❖ Apollo

For Career Advancement

- ❖ Customer service
- ❖ Basic computer skills
- ❖ Ambition
- ❖ Decision making skills
- ❖ Communication skills
- ❖ Geography skills
- ❖ Traveling experience

New Skills

- ❖ Airline computer systems
- ❖ Internet skills

Truck Drivers - Heavy or Tractor Trailer

Employers: 15 ❖ Employees: 256

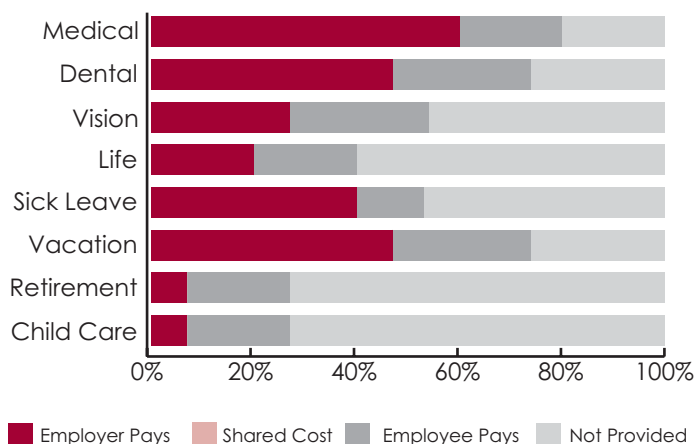
Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Alternate Job Titles: None reported.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.00 - \$15.00	\$13.50
New Hires, Experienced	\$10.00 - \$18.90	\$15.00
3+ Years With Firm	\$10.00 - \$22.22	\$17.26

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,880 - 7,050

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.9%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **33%** Remain Stable - **34%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **40%** Grow - **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Trucking and Courier Services (Except Air)
Freight Transportation Services

RECRUITMENT METHODS

Walk-In Applicants	67%
Employee Referrals	60%
Newspaper Ads	53%
Word of Mouth	27%
Internet	27%

SUPPLY & DEMAND

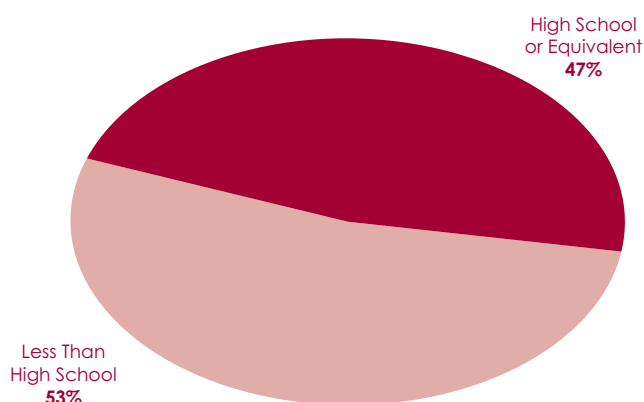
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **22.1%**.

WORK PATTERNS

- ❖ 40% of all employers promote.
- ❖ 93% of employers surveyed are non-union and 7% are union.
- ❖ 99% of employees work full time for an average of 46 hours per week. 1% of employees work part-time for an average of 20 hours per week.
- ❖ 6% of the employees are female, and 94% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is required. **Almost all** employers require previous work experience and **all** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Truck, Bus and Other Commercial Vehicle Operator.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Ability to read invoices
- ❖ Ability to operate a forklift
- ❖ Automotive maintenance and minor repair skills
- ❖ Ability to drive trucks long distances
- ❖ Ability to load and unload freight
- ❖ Map reading skills
- ❖ Ability to meet ICC requirements
- ❖ Knowledge of local streets

Personal or Other

- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to lift at least 75 lbs. repeatedly
- ❖ Ability to work independently
- ❖ Possession of a good DMV driving record

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

For Career Advancement

- ❖ Responsible when driving
- ❖ Customer service
- ❖ Honesty
- ❖ Cautious with equipment
- ❖ Trustworthy
- ❖ Safety
- ❖ Awareness

Licenses

- ❖ Possession of valid Class A and Class B driver's licenses

Ultrasound Technologists

Employers: 15 ❖ Employees: 75

Ultrasound Technologists, also known as Sonographers, direct nonionizing high frequency sound waves into areas of the patient's body; the equipment then collects reflected echoes to form an image. They explain the procedure, record additional medical history, and then position the patient for testing. Viewing a screen as the scan takes place, they look for subtle differences between healthy and pathological areas, decide which images to include, and judge if the images are satisfactory for diagnostic purposes. Ultrasound Technologists may specialize in neurosonography (the brain), vascular (blood flow), echocardiography (the heart), abdominal (the liver, kidneys, spleen, and pancreas), obstetrics/gynecology (the female reproductive system), and ophthalmology (the eye).

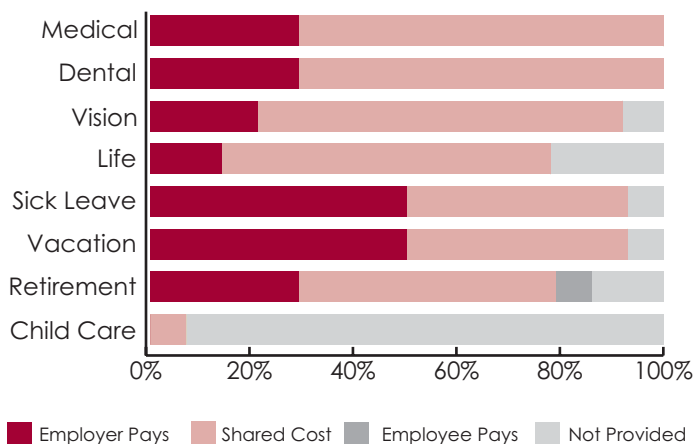
Alternate Job Titles: Diagnostic Medical Sonographers, Echo Technicians, Sonographers, and Ultrasound Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced:	\$19.00* - \$23.70	\$19.18
New Hires, Experienced:	\$18.00 - \$28.77	\$20.00
3+ Yrs. With Firm:	\$20.00 - \$29.00	\$26.50

*Few employers hire Ultrasound Technologists with no experience; consequently the wages they reported are skewed

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium 3,540 – 4,170

JOB GROWTH

Growth Rate for All Occupations **15.2%**

EDD Forecast Job Growth Rate
For This Occupation 2001- 2008 **N/A***

Growth Rate Relative to County Average:
N/A*

*This is a non-SOC occupation. EDD projections are solely available for SOC occupations.

EMPLOYMENT LEVELS

Past Year

Decline **0%** Remain Stable **80%** Grow **20%**

Projected Next 24 Months

Decline **0%** Remain Stable **67%** Grow **33%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Physicians Offices
Hospitals

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	60%
Internet	60%

SUPPLY & DEMAND

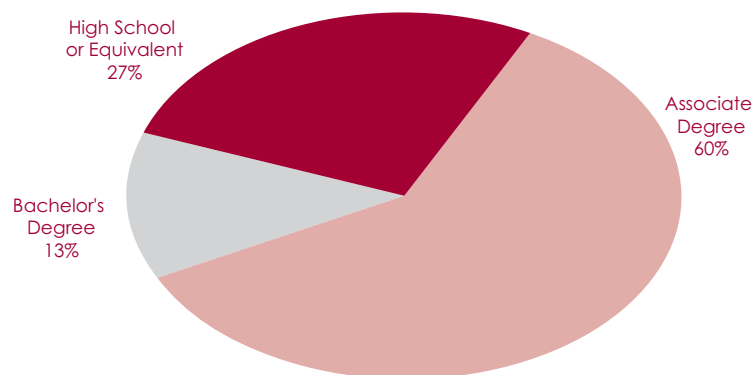
Employers report it is **very difficult** to find experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **26.9%**

WORK PATTERNS

- ❖ 93% of all employers surveyed do promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 56% of employees work full time for an average of 41 hours per week. 29% work part-time for an average of 21 hours per week. 15% work temporary or on-call for an average of 9 hours per week.
- ❖ 100% of employers have a day shift. 40% of employers have a swing shift, and 27% have a graveyard shift.
- ❖ 27% of the employees are male, and 73% are female.

EMPLOYER REQUIREMENTS

Education of Recent Hires



71% of the employers surveyed report they will not accept training in lieu of experience. The average length of substitute training required is 18 months. 93% of the employers report that technical or vocational training is required.

87% of the employers surveyed report previous work experience is required. 7% report that it is not required but preferred. The average length of work experience required is 20 months. 93% employers responded they would not accept other types of occupational experience.

TRAINING & EDUCATION

Training and Education providers for this occupation may be found in the Training Provider Directory at the back of the book.

For additional Training Providers or details for the providers listed, contact the providers directly or visit the following web sites:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Certificate from the American Registry of Diagnostic Medical Sonographers
- ❖ Completion of technical training in sonography
- ❖ Strong background in science and mathematics
- ❖ Understanding of scientific principles
- ❖ Ability to perform administrative tasks
- ❖ Ability to operate complex equipment
- ❖ Ability to operate computers
- ❖ Knowledge of medical terminology
- ❖ Ability to follow Physician's instructions precisely

Personal or Other

- ❖ Personal health
- ❖ Strength and ability to lift or turn patients
- ❖ Normal vision, may be corrected
- ❖ Possess manual dexterity
- ❖ Emotional stability, empathetic and patient
- ❖ Ethical and possess integrity

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Mathematical and computational ability

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Internet
- ❖ Medi-Tech

For Career Advancement

- ❖ Leadership skills
- ❖ Clinical skills
- ❖ Technical skills
- ❖ Communication skills
- ❖ Organizational skills
- ❖ Quality patient care
- ❖ Continuing education
- ❖ Accuracy
- ❖ Dependability

New Skills

- ❖ Current sonography applications

Veterinary Assistants

Employers: 15 ❖ Employees: 66

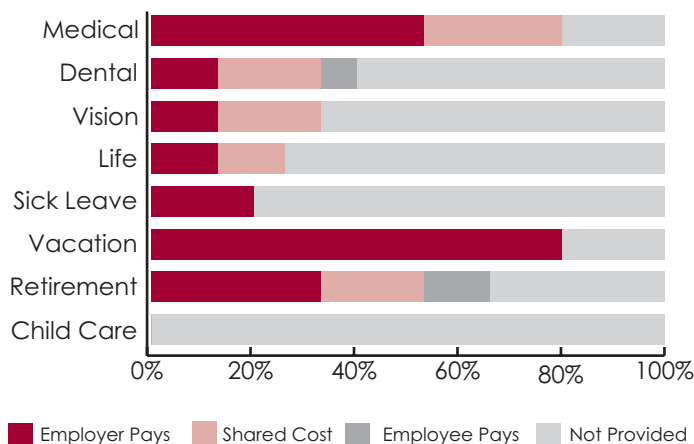
Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

Alternate Job Titles: Assistants, Technicians, Veterinary Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$9.59	\$9.00
New Hires, Experienced	\$7.50 - \$13.00	\$10.00
3+ Years With Firm	\$11.00 - \$16.00	\$14.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 520 - 670

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **28.8%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 93% Grow - 7%

Projected Next 24 Months

Decline - 0% Remain Stable - 67% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Veterinary Clinics and Hospitals

RECRUITMENT METHODS

Newspaper Ads	87%
Walk-In Applicants	53%
Employee Referrals	53%
Word of Mouth	20%
Internet	20%

SUPPLY & DEMAND

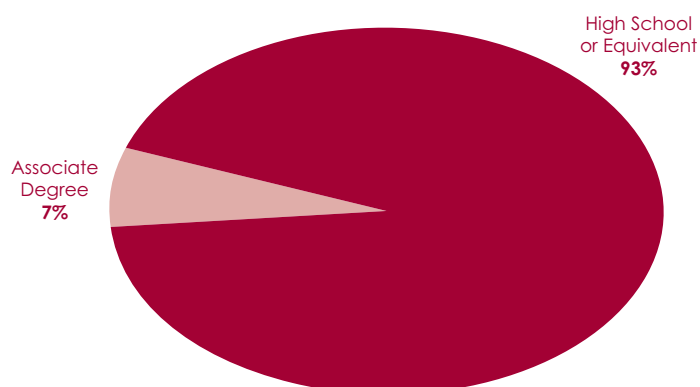
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **46.0%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 64% of employees work full time for an average of 40 hours per week. 36% of employees work part-time for an average of 26 hours per week.
- ❖ Emerging occupations include Behavior Management.
- ❖ 65% of the employees are female, and 35% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers require previous work experience and will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Veterinarian Assistant/Animal Health Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to accurately record and report information
- ❖ Ability to follow feeding and handling requirements for animals
- ❖ Ability to administer medications
- ❖ Ability to apply sterilization techniques
- ❖ Ability to administer emergency first aid
- ❖ Ability to take vital signs
- ❖ Certified in animal health care
- ❖ Ability to write effectively
- ❖ Teeth cleaning and polishing skills
- ❖ Ability to follow laboratory procedures

Personal or Other

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Ability to assess emergency situations and set priorities quickly

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Skills

- ❖ Word
- ❖ Excel
- ❖ Cornerstone

For Career Advancement

- ❖ Love of animals
- ❖ Leadership skills
- ❖ Hard working
- ❖ Good communication skills
- ❖ Veterinary knowledge
- ❖ Continuing education
- ❖ Attendance at seminars

New Skills

- ❖ Laser surgery
- ❖ Ultrasound

Welders & Cutters

Employers: 15 ❖ Employees: 53

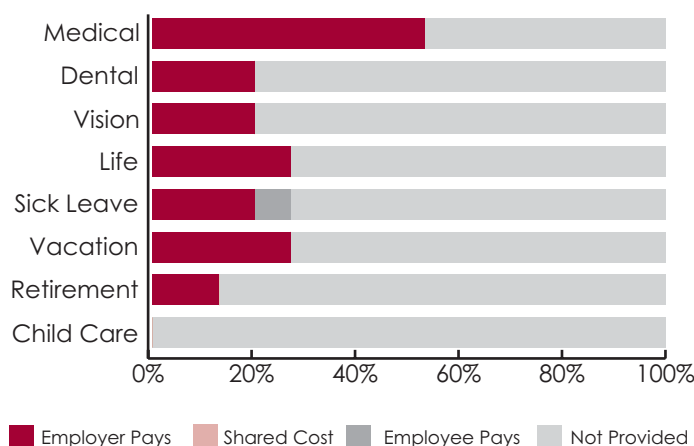
Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Alternate Job Titles: Fabricators, MIG-Welders, Welder Fabricators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$7.00 - \$15.00	\$10.00
3+ Years With Firm	\$9.00 - \$23.00	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 5,200 - 6,700

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **28.6%**

Growth Rate Relative to County Average:
Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 73% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Motor Vehicles and Equipment
Miscellaneous Fabricated Metal Products

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	67%
Word of Mouth	60%
Walk-In Applicants	40%
Employment Development Dept.	13%

SUPPLY & DEMAND

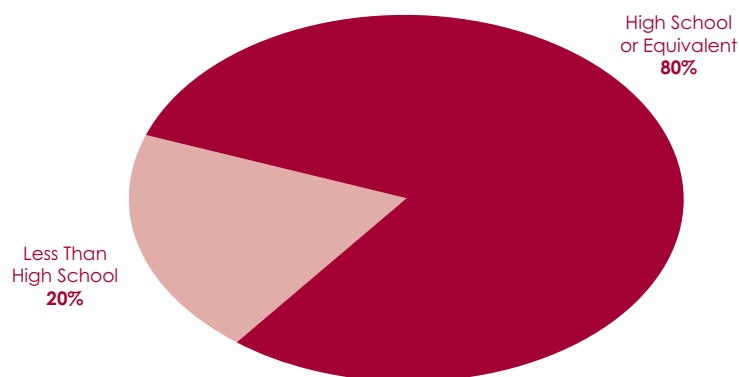
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **20.4%**.

WORK PATTERNS

- ❖ 40% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 85% of employees work full time for an average of 40 hours per week. 15% of employees work part-time for an average of 27 hours per week.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience, and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include Welder/Welding Technologist.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to pass a work performance test
- ❖ Certified pressure vessel and pipe welder
- ❖ Ability to use precision tools
- ❖ Gas welding skills
- ❖ Arc welding skills
- ❖ Ability to operate inspection equipment
- ❖ Certified structural welder
- ❖ Ability to read blueprints
- ❖ Ability to read working drawings

Personal or Other

- ❖ Ability to work from ladders and scaffolds
- ❖ Ability to work in awkward positions
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Possession of mechanical aptitude
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Oral communication skills

For Career Advancement

- ❖ Experience
- ❖ Language communication skills
- ❖ Job knowledge
- ❖ Speed
- ❖ Accuracy
- ❖ Machinery safety
- ❖ Plasma skills
- ❖ Ability to read blueprints
- ❖ Continued education

New Skills

- ❖ Tube/metal fitting
- ❖ Welding with aluminum or titanium metals

Wholesale & Retail Buyers - Except Farm Products

Employers: 15 ❖ Employees: 71

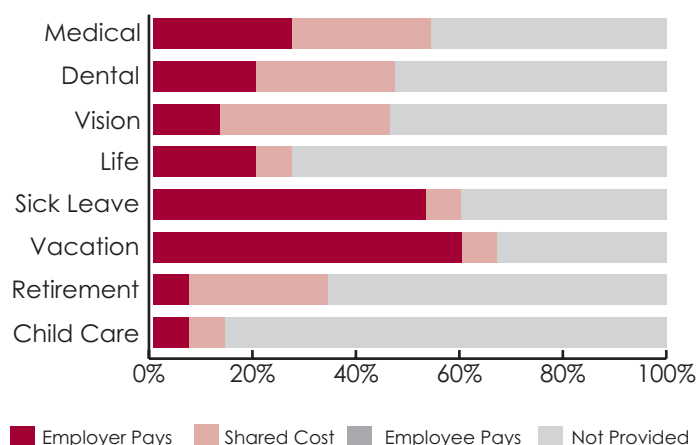
Wholesale and Retail Buyers buy merchandise or commodities (other than farm products) for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. They analyze past buying trends, sales records, and the price and quality of merchandise to determine value and yield. Buyers select, order, and authorize payment of merchandise according to contractual agreements. They may conduct meetings with sales personnel and introduce new products. Includes Assistant Buyers.

Alternate Job Titles: Purchasers, Purchasing Accountants, Brokers, Purchasing Agents and Sales Associates.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$12.50	\$ 6.75
New Hires, Experienced	\$6.25 - \$16.78	\$11.51
3+ Years With Firm	\$7.00 - \$23.01	\$14.38

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 900 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.4%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 66% Grow - 27%

Projected Next 24 Months

Decline - 7% Remain Stable - 66% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Electrical Goods, Professional and Commercial Equipment

RECRUITMENT METHODS

Employee Referrals	60%
Newspaper Ads	53%
Word of Mouth	33%
Walk-In Applicants	20%
In-House Promotion	20%

SUPPLY & DEMAND

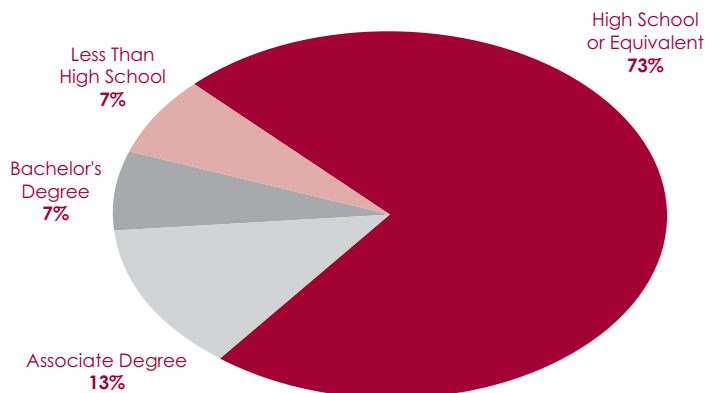
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **26.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 83% of employees work full time for an average of 40 hours per week. 17% of employees work part-time for an average of 27 hours per week.
- ❖ Emerging occupations include Digital Connectivity.
- ❖ 54% of the employees are female, and 46% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Most** employers require previous work experience, and **many** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include General Retailing Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Verbal presentation skills
- ❖ Ability to demonstrate knowledge of products
- ❖ Telephone answering skills
- ❖ Understanding of inventory techniques
- ❖ Knowledge of economic principles
- ❖ Record keeping skills
- ❖ Ability to follow purchasing procedures
- ❖ Supervisory skills
- ❖ Completion of marketing courses
- ❖ Business math skills
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Public contact skills

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Skills

- ❖ Word, Excel, PowerPoint and Access
- ❖ QuickBooks
- ❖ 4th Dimension

For Career Advancement

- ❖ Customer management
- ❖ Product knowledge
- ❖ Computer and internet skills
- ❖ Productivity
- ❖ Math aptitude
- ❖ Organizational skills
- ❖ Interpersonal skills
- ❖ Strong verbal and written communication skills
- ❖ A team player

New Skills

- ❖ Computer skills
- ❖ Coordinating importing

License

- ❖ Possession of a valid driver's license

Writers & Editors

Employers: 15 ❖ Employees: 95

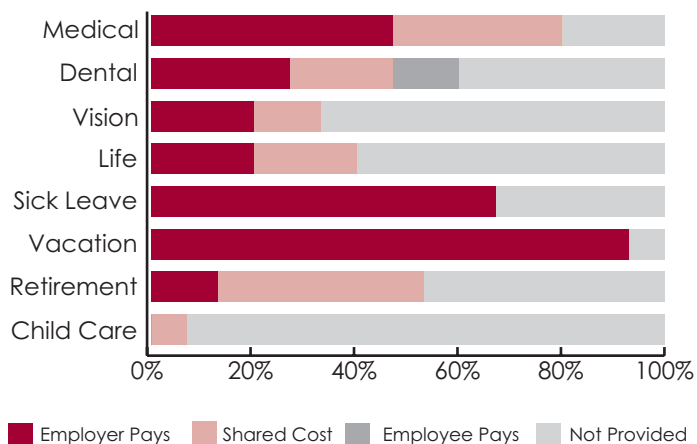
Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. Includes Managing Editors. Does not include Publicity Writers, Public Relations Specialists, and Technical Writers.

Alternate Job Titles: Staff Writers, Research Assistants, Contributing Writers, Copy Writers, Columnists, Assistant Editors, and Managing Editors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$12.00	\$11.00
New Hires, Experienced	\$8.52 - \$23.97	\$14.38
3+ Years With Firm	\$8.52 - \$28.77	\$16.78

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,200 - 1,570

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.8%**

Growth Rate Relative to County Average:
Much Faster Than Average

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 53% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 47% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Newspapers and Periodicals
Advertising

RECRUITMENT METHODS

Newspaper Ads	60%
Employee Referrals	40%
Walk-In Applicants	33%
Internet	27%

SUPPLY & DEMAND

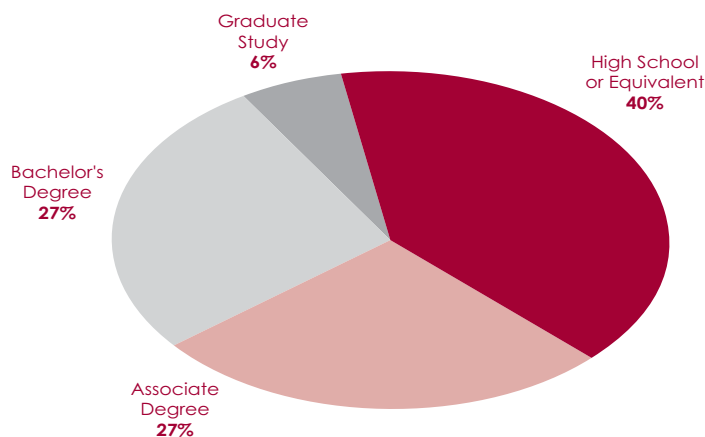
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is 7.0%.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 92% of employees work full time for an average of 41 hours per week. 2% of employees work part-time for an average of 20 hours per week, and 6% work temporary or on call for an average of 4 hours per week.
- ❖ 100% of employers surveyed have a day shift, 13% of employers have a swing shift, and 7% have a graveyard shift.
- ❖ 51% of the employees are female, and 49% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (73%) employers report they will not accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (73%)** employers do require previous work experience and **most (73%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory.

Programs specific to this occupation may include English, Literature, Composition, Journalism, and Computer Software.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to use desktop publishing software
- ❖ Ability to use word processing software
- ❖ Ability to interview others for information
- ❖ Proofreading skills
- ❖ Investigative research skills

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Good vision
- ❖ Ability to handle crisis situations
- ❖ Public contact skills
- ❖ Ability to work under pressure
- ❖ Ability to read and comprehend quickly

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ FileMaker
- ❖ QuarkXPress
- ❖ Publisher
- ❖ Photoshop

For Career Advancement

- ❖ Investigative skills
- ❖ Leadership skills
- ❖ Detail oriented
- ❖ Interpersonal skills
- ❖ Writing ability
- ❖ Management skills
- ❖ Continued education (Master's in Business Administration)
- ❖ Copy editing skills
- ❖ Ambition and enthusiasm
- ❖ Creativity

New Skills

- ❖ Internet research
- ❖ Optical character recognition
- ❖ Updated computer skills

Comparison of Average 2003 Wages by Area

These data are derived from the 2003 Occupational Employment Statistics (OES) Survey, a mail survey of occupational employment and wages of nonfarm employers. Wages are updated to 2003. The survey samples approximately 35,000 establishments per year throughout California. For more information, see the Overview of the OES Survey on the Internet at [http://www.calmis.ca.gov/occup\\$oeswages/oestechnotes.htm](http://www.calmis.ca.gov/occup$oeswages/oestechnotes.htm).

Geographic Area	Occupations With Data	Estimated 2002 Employment	Mean Hourly Wage	Mean Annual Wage
CALIFORNIA	751	14,458,020	\$19.43	\$40,415
Bakersfield MSA	473	228,950	\$16.80	\$34,928
Chico-Paradise MSA	356	74,240	\$15.69	\$32,631
Fresno MSA	527	347,500	\$15.76	\$32,787
Imperial County	259	44,420	\$16.66	\$34,665
Los Angeles-Long Beach PMSA	677	4,025,870	\$19.12	\$39,756
Merced MSA	286	60,570	\$15.10	\$31,415
Modesto MSA	418	159,220	\$16.47	\$34,263
Mother Lode Region	346	60,640	\$16.28	\$33,862
North Coast Region	445	107,540	\$16.07	\$33,413
Northern Counties Region	425	101,110	\$16.03	\$33,330
Oakland PMSA	635	1,002,960	\$21.46	\$44,639
Orange County PMSA	618	1,409,980	\$19.30	\$40,156
Redding MSA	364	64,720	\$16.08	\$33,434
Riverside-San Bernardino PMSA	631	1,066,940	\$16.95	\$35,263
Sacramento PMSA	600	734,610	\$19.18	\$39,893
Salinas MSA	422	151,290	\$17.22	\$35,803
San Diego MSA	632	1,236,200	\$18.77	\$39,029
San Francisco PMSA	599	996,920	\$24.18	\$50,299
San Jose PMSA	579	893,050	\$25.32	\$52,658
San Luis Obispo-Atascadero-Paso Robles MSA	386	101,390	\$17.04	\$35,446
Santa Barbara-Santa Maria-Lompoc MSA	472	162,910	\$18.24	\$37,948
Santa Cruz-Watsonville PMSA	354	90,720	\$18.40	\$38,269
Santa Rosa PMSA	446	194,940	\$19.16	\$39,841
Southwest Central Valley Region	311	51,450	\$16.29	\$33,879
Stockton-Lodi MSA	456	201,690	\$16.98	\$35,321
Vallejo-Fairfield-Napa PMSA	443	185,960	\$18.04	\$37,524
Ventura PMSA	507	290,370	\$18.73	\$38,945
Visalia-Tulare-Porterville MSA	374	120,110	\$15.08	\$31,375
Yolo PMSA	329	87,860	\$17.64	\$36,682
Yuba City MSA	270	38,760	\$16.85	\$35,042

Source: 2002 Occupational Employment Statistics Survey
Employment Development Department
Labor Market Information Division
Phone: (916) 262-2162

Training Provider Directory

The training providers in this directory and others are included in the California Training and Education Providers (CTEP) database. This database can be accessed via the California Career Resource Network (CalCRN) web site at www.californiacareers.info. It allows searching by occupation, training program, school type, region, and other criteria. It also provides direct links to school web pages and map directions.

The Training Provider Directory in the 2003 Occupational Outlook Report has been expanded to include more information on the schools providing occupational training throughout Orange County. This directory was developed to assist local employment training personnel, job seekers, career counselors and employers to identify available training resources in Orange County.

Training Providers by Occupation	192
Training Providers by Provider Name	200

**Training providers are listed
with the following information:**

- ❖ School Name and Address
- ❖ School Telephone and Fax Numbers
- ❖ Website
- ❖ School Type
- ❖ Accreditation
- ❖ Degrees and/or Certifications Offered
- ❖ Programs Offered
- ❖ Student Services Including Financial Aid,
Job Placement, Distance Learning & Child Care

Every effort is made to ensure accuracy, however, changes do occur. It is suggested that all information be verified by contacting the school directly. The listing of training providers in this directory does not constitute approval or certification by the Orange County Workforce Investment Board, the County of Orange, or the State of California Employment Development Department.

Training Providers by Occupation

Survey Years 2001 - 2003

ACCOUNTANTS & AUDITORS 211140

Academy for Tax Preparers
Becker Conviser CPA Review
California State University Fullerton
California Tax Institute
Coastline Community College
Coastline Community College, Garden Grove Center
Coastline Community College, Huntington Westminster Center
Golden West College
H&R Block Tax School
Jackson Hewitt Tax School
Keller Graduate School of Management
Learning Tree University
Santiago Canyon College
University of California Irvine
University of Phoenix
University of Redlands
Vanguard University
William Howard Taft University

ADMINISTRATION SERVICES MANAGERS 113011

Alliant International University – Irvine
Anthony Schools
Argosy University
British-American University
California Coast University
California State University, Fullerton
California Union University
California University of Management & Sciences
Chapman University
Coastline Community College
Concordia University
Fullerton College
Golden West College
Hope International University
Hubbard College of Administration, Orange
Irvine Valley College
Keller Graduate School of Management
Learning Tree University
National University
Newport Asia Pacific University
Newport University
Nova Southeastern University
Pepperdine University – Orange County
Saddleback College
Southern California University for Professional Studies
Southern States University
Touro University International
University of Phoenix
Vanguard University
Webster University
William Howard Taft University
Wilshire Continuing Education Center

AMUSEMENT & RECREATION ATTENDANTS 680140

Capistrano-Laguna Beach ROP

Central County ROP – Ritchey Center
Coastline ROP
North Orange County ROP
Ramona's Vocational Schools, Inc.
Saddleback Valley Adult School
Yorba Linda Continuing Education Center

ASSEMBLERS – ELECTRICAL & ELECTRONIC EQUIPMENT-PRECISION 931140

Alarm Communications Tech
California Institute of Customer Engineering
Garden Grove Adult Education and ROP

BIOTECHNOLOGY LABORATORY ASSISTANTS 194021008

California State University, Fullerton
University of California, Irvine Health Sciences
National University

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS, INCLUDING BOOKKEEPERS 553380

Academy of Computer Technology
Allied Business Schools
Capistrano Unified School District Community Education Program
Central County ROP
E-Gate College
Garden Grove Adult Education and ROP
Hermandad Training Center
Kaplan Educational Center
Larson Training Centers
Monterey Park College
Orange Coast College
Saddleback Valley Adult School
Santa Ana ROP – Ritchey Center
West Orange College
Yorba Linda Continuing Education Center

CARPENTERS 472031

North Orange County ROP
Santiago Canyon College

CHEFS & HEAD COOKS 351011

Art Institute of California
Central County ROP
Cypress Community College
International Sushi Academy
Orange Coast College
Orange County School of Culinary Arts
Santa Ana Ritchey Center ROP

CHEMICAL TECHNICIANS 194031

Chapman University
Orange Coast College
California State University, Fullerton



CHILD CARE WORKERS 680380

Capistrano-Laguna Beach ROP
Coastline Community College
Cypress College Continuing Education
Fullerton College
North Orange County ROP
Orange Coast College
Ramona's Vocational Schools
Santa Ana ROP – Ritchey Center

COMPUTER AIDED DESIGN (CAD) 003362999

Capistrano-Laguna Beach ROP
Career Management Institute
CEI College
Central County ROP
Comp USA Training Supercenter
Computer Education Institute
Executive 2000 Inc.
Golden West College
Intercoast College
Irvine Adult School
Larson Training Center
Learning Tree University
Monterey Park College
New Horizons Computer Learning Center
Newport-Mesa Adult School
Newton International College
Reliance Software Training Center
Saddleback College
Santa Ana College
Santa Ana ROP – Ritchey Center
Santiago Canyon College
Soft-Train Inc.
Sutech Schools
Touro University International

COMPUTER PROGRAMMERS 151021

Apex Infotech Inc.
California Learning Center
California State University, Fullerton
Coastline Community College
College of Information Technology
Comp USA Training Supercenter
ITT Technical Institute
Learning Tree University
National University
New Horizons Computer Learning Center
Newton International College
Orange Coast College
Platt College
Prosoft Training
Reliance Soft Training Center
Saddleback College
Santiago Canyon College
Smart Digital Technology Inc.
Soft-Train Inc.
Software Education of America Inc.
Touro University International
University of California, Irvine

COMPUTER SECURITY SPECIALISTS 151071019

AKD Computer Training Center
Altech Center of Orange

American Career College
Apex Infotech Inc.
Argosy University
California Learning Center
California State University, Fullerton
California Union University
California University of Management & Sciences
Career Management Institute
CEI College
Central County ROP
Chapman University
Coastline College Tech Center
College of Information Technology
Computer & Electronic School of Anaheim
Computer Education Institute
Cypress Community College
Devry University
Executive 2000 Inc.
Fullerton College
Golden West College
Hope International University
ICTP Professional Services
Institute of Network Technology
Intercoast Colleges
International Consortium of Technology
International Institute of Technology
Irvine Valley College
ITT Technical Institute
Laguna Beach Adult Education
Learning Tree University
Netsystems Software Training Inc.
New Horizons Computer Learning Center
North Orange County ROP
Pacific College of Medical & Computer Careers
Platt College
Skill Ramp
Smart Digital Technology Inc.
Soft-Train Inc.
Software Education of America Inc.
Touro University International
University of California Irvine Extension
University of Phoenix
US Technical Institute
Wolden Multimedia Institute
Yorba Linda Continuing Education Center

COMPUTER SOFTWARE ENGINEERS – SYSTEMS SOFTWARE 151032

Argosy University
California State University, Fullerton
California Union University
Chapman University
National University
University of California, Irvine
University of Phoenix

COMPUTER SYSTEMS ANALYSTS 151051

AKD Computer Training Center
Altech Centers of Orange
California State University, Fullerton
California University of Management & Sciences
Chapman University
Coastline College Tech Center

Comp USA Training Supercenter
Computer Education Institute
Cypress Community College
Irvine Valley College
ITT Technical Institute
Laurel Adult School
Learning Tree University
MTI College
National University
New Horizons Computer Learning Center
Nova Southeastern University
Orange Coast College
Prosoft Training
Saddleback College
Santiago Canyon College
Smart Digital Technology Inc.
Software Education of America Inc.
Touro University International
Wolden Multimedia Institute

CONCRETE AND TERRAZZO FINISHERS 873110

On the job training

CONSTRUCTION LABORERS 472061

On the job training

COOKS – RESTAURANT 650260

Art Institute of California
International Sushi Academy
Orange County School of Culinary Arts

COOKS – SPECIALITY FAST FOOD 650320

Art Institute of California
Orange County School of Culinary Arts

CORRECTON OFFICERS & JAILERS 630170

Capistrano-Laguna Beach ROP
Central County ROP
Civil Service Academy Inc.
Cypress Community College
Fullerton College
Santa Ana College

DATABASE ADMINISTRATORS 251030

Apex Infotec
Argosy University
California State University Fullerton
Capistrano Unified School District-Community Education
Central County ROP
Coastline Community College
Coastline Huntington Westminster Center
Computer Education Institute (CEI)
Concordia University
Golden West College
Hope International University
Irvine Valley College
Keller Graduate School of Management
Learning Tree University
MTI College
National University
New Horizons Computer Learning Center
Orange Coast College
Professional Career College

Saddleback College
Santiago Canyon College
Software Education of America, Inc.
University of California Irvine Extension
University of Phoenix
Vanguard University
Webster University
Yorba Linda Continuing Education Center

DESKTOP PUBLISHERS 439031

Allied Business Schools
American Career College
Coastline ROP
Comp USA Training Supercenter
Cypress Community College
Garden Grove Adult Education & ROP
Golden West College
Larson Training Centers
Linographics Inc
New Horizons Computer Learning Center
North Orange County ROP
Orange Coast College
Platt College
Saddleback Valley Adult School
Santa Ana Ritchey Center
Santiago Canyon College
Soft-Train Inc.
Universal Career Institute
University of California Irvine Extension

**ELECTRICAL POWERLINE INSTALLERS
AND REPAIRERS 857230**

A & V Technical School
Coastline Community College
Goodwill Industries of Orange County
Practical Schools
Sutech Schools
T.I.D. Computer Training Center
Technological Institute of Southern California

**EMPLOYMENT INTERVIEWERS, PRIVATE
& PUBLIC EMPLOYMENT SERVICES 131071019**

Alliant International University
Argosy University
California State University, Fullerton
Chapman University
Devry University
Hope International University
Institute for Applied Management & Law Inc.
Learning Tree University
National University
Webster University

FINANCIAL MANAGERS 113031

Argosy University
California State University, Fullerton
California Union University
Central County ROP
Fullerton College
Hope International University
Learning Tree University
National University
Santa Ana Ritchey Center ROP
University of California, Irvine

FIRST LINE SUPERVISORS/MANAGERS OF MECHANICS, INSTALLERS, AND REPAIRERS 810020

California State University, Fullerton
University of California, Irvine
Fullerton College

FITNESS & WELLNESS CORDINATORS 77127999

California State University Fullerton, Ruby Gerontology Center,
Lifespan Wellness Clinic
Coastline Community College
Coastline Garden Grove Center
Coastline Huntington Westminster Center
Nova Southeastern University
Saddleback College

FOOD PREPARATION WORKERS 650380

Cypress Community College
North Orange County ROP
Orange Coast College
Santa Ana College

FOOD SERVICE MANAGERS 119051

Central County ROP
Coastline ROP
Cypress Community College
North Orange County ROP
Orange Coast College
Santa Ana Ritchey Center ROP

FOREIGN LANGUAGE & LITERATURE TEACHERS – POSTSECONDARY 312150

Alliant International University
Argosy University
California Coast University
California State University, Fullerton
Chapman University
Concordia University
International University
Newport University
University of California, Irvine

GRAPHIC ART DESIGNERS 141061996

Apex Infotech
Argosy University
California Learning Center
CEI College
Central County ROP
Coastline College Tech Center
Coastline Garden Grove Center
Coastline Huntington Westminster Center
Coastline ROP
College of Information Technology
Comp USA Training Supercenter
Computer & Electronic School of Anaheim
Computer Education Institute (CEI)
Cypress Community College
Datatrain Institute Inc.
Executive 2000 Inc.
Golden West College
ICTP Professional Services
Inetversity
Institute of Network Technology
Irvine Valley College

Keller Graduate School of Management
Laguna Beach Adult Education
Learning Tree University
Monterey Park College
National University
Netsystems Software Training, Inc.
New Horizons Computer Learning Center
North Orange County ROP
Orange Coast College
Platt College
Professional Career College
Saddleback College
Saddleback Valley Adult School
Santiago Canyon College
Smart Digital Technology Inc.
Soft-Train Inc.
Software Education of America, Inc.
University of California Irvine Extension
University of Phoenix
US Technical Institute
Vanguard University
Webster University
Wolden Multimedia Institute
Yorba Linda Continuing Education Center

GUARDS AND WATCH GUARDS 630470

Alarm Communications Tech
California Security Academy
Detective Training Institute
Enforcement Trainers, Inc.
Martial Arts Security Training Academy
School of Security Technology

HAND PACKERS AND PACKAGERS 989020

Capistrano-Laguna Beach ROP
Central County ROP
Coastline ROP
Garden Grove Adult Education & ROP
North Orange County ROP
Santa Ana ROP – Ritchey Center

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS & INSTALLERS 859020

Brownson Technical School
Central County ROP
Cypress Community College
North Orange County ROP
Orange Coast College
Practical Schools

HUMAN SERVICE WORKERS 273080

Cypress Community College
Gerontology Training Institute
California State University, Fullerton

INTERIOR DESIGNERS 340410

Capistrano-Laguna Beach ROP
Coastline ROP
Fullerton College
Interior Designers Institute
Learning Tree University
Orange Coast College
Saddleback College

LEGAL SECRETARIES 436012

Allied Business Schools
CEI College
Central County ROP
Cypress Community College
Kensington College
Learning Tree University
South Coast College

LOAN & CREDIT CLERKS 531210

American School of Mortgage Banking
Central County ROP
Coastline Community College
Coastline Garden Grove Center
Coastline Huntington Westminster Center
Coastline ROP
Irvine Valley College
North Orange County ROP
Santa Ana College

MACHINISTS 891080

California Career Schools
Fullerton College
Orange Coast College
QPE Technical Institute
Sutech Schools

MAIDS & HOUSEKEEPING CLEANERS 372012

Gerontology Training Institute
Goodwill Industries of Orange County

MAINTENANCE REPAIRERS – GENERAL UTILITY 851320

Allied Business Schools
California Career Schools
Career Management Institute
Center for Employment Training (CET)
Santa Ana College

**MARKETING, ADVERTISING, AND
PUBLIC RELATIONS MANAGERS 130110**

Alliant International University
Argosy University
California Coast University
California State University, Fullerton
California Union University
Chapman University
Coastline Community College
Concordia University
Cypress Community College
Fullerton College
Golden West College
Hope International University
International University
Irvine Valley College
Keller Graduate School of Management
National University
Newport University
Nova Southeastern University
Saddleback College
Santa Ana College
Santiago Canyon College
Southern State University
University of California, Irvine

University of Phoenix
Vanguard University
Webster University
William Howard Taft University

MECHANICAL ENGINEERS 221350

California State University, Fullerton
University of California, Irvine

MEDICAL APPLIANCE TECHNICIANS 519082

North Orange County ROP
Central County ROP
Orange Coast College

MEDICAL ASSISTANTS 319092

American Career College
Atlantis Medical College
Bryman College
Capistrano – Laguna Beach ROP
Career Management Institute
Career Networks Institute
CIE College
Central County ROP
Coastline ROP
Concord Career Institute
Cypress College – Continuing Education
Health Staff Training Institute
Huntington Beach Adult School
Intercoast Colleges
Modern Technology School
Newbridge College
North Orange County ROP
Pacific College of Medical & Computer Careers
Santa Ana College
South Coast College
Sutech Schools
Technical Career Institute

MEDICAL EQUIPMENT REPAIRERS 499062

Central County ROP
Coastline Community College
Cypress College – Continuing Education
ICTP Professional Services
International Institute of Technology
Irvine Valley College
ITT Technical Institute
Orange Coast College
Professional Career College
Saddleback College

MEDICAL RECORDS TECHNICIANS 329110

American Career College
Career Networks Institute
Concorde Career Institute
Larson Training Centers
Yorba Linda Continuing Education Center

MICROBIOLOGISTS 191022

University of California Irvine Health Sciences

**MOBILE HEAVY EQUIPMENT MECHANICS –
EXCEPT ENGINES 853140**

A & V Technical School

California Career Schools
 Capistrano-Laguna Beach ROP
 Central County ROP
 Coastline ROP
 Cypress College Continuing Education Program
 Cypress Community College
 Fullerton College
 Golden West College
 Huntington Beach Adult School
 North Orange County ROP
 Saddleback College
 Santa Ana College
 Santa Ana ROP – Ritchey Center
 Snap-On Technical Training Systems
 Yorba Linda Continuing Education Center

NETWORK PROFESSIONALS 031132999

Apex Infotech Inc.
 Argosy University
 Comp USA Training Supercenter
 Concordia University
 Golden West College
 National University
 New Horizons Computer Learning Center
 Santiago Canyon College
 University of California, Irvine Extension
 University of Phoenix
 Webster University

OPERATING ENGINEERS 979560

Allied Business Schools
 Capistrano-Laguna Beach ROP
 Career Management Institute
 Contractor's License Exam Center Inc.
 Contractors State License Schools
 Garden Grove Adult Education & ROP
 North Orange County ROP
 Orange Coast College

OPTICAL INSTRUMENT ASSEMBLERS 519083029

American Career College
 Bryman College

PAINTERS & PAPERHANGERS – CONSTRUCTION & MAINTENANCE 874020

Allied Business Schools
 Capistrano-Laguna Beach ROP
 Career Management Institute
 Contractor's License Exam Center, Inc.
 Contractors State License School
 Garden Grove Adult Education & ROP
 North Orange County ROP
 Orange Coast College
 Timberline Education Center

PARALEGAL PERSONNEL 283050

CEI College
 Coastline Community College
 Computer Education Institute
 Fullerton College
 Hermandad Training Center
 Intercoast College
 Kensington College

MTI College
 Santa Ana College
 South Coast College
 University of California, Irvine Extension

PERSONAL AND HOME CARE AIDES 680350

Cypress Community College
 Fullerton College
 Gerontology Training Institute
 Goodwill Industries of Orange County
 Orange Coast College

PHARMACISTS 291051

Nova Southeastern University
 University of California Irvine Department of Pharmacology

PHARMACY TECHNICIANS 325180

American Career College
 Concorde Career Institute
 Bryman College
 Health Staff Training Institute
 North Orange County ROP
 Santa Ana College

PHYSICIANS' ASSISTANTS 325110

No training available in Orange County
 See: California Academy of Physician Assistants
www.capanet.org

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS 875020

Garden Grove Adult Education & ROP
 North Orange County ROP

PRECISION DEVICES, INSPECTORS, & TESTERS 519061039

Coastline Community College
 QPE Technical Institute
 T.E.S.T. NDT, Inc.

PRESCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION 252011

Bethesda Christian University
 California New Hope University
 California Union University
 Fullerton College
 Montessori Teacher Academy
 Montessori Teacher Training Institute
 Montessori Western Teacher Training

PRODUCERS & DIRECTORS 272012

California State University, Fullerton
 Chapman University
 Cypress Community College
 Del Mar Media Arts
 Fullerton College
 Hope International University
 Learning Tree University
 National University
 Saddleback College
 Santiago Canyon College
 The Models Center

University of California, Irvine
Yorba Linda Continuing Education Center

**PRODUCTION INSPECTORS, TESTERS, GRADERS,
SORTERS, SAMPLERS, AND WEIGHERS 830050**

California Career Schools
Coastline Community College
Fullerton College
Orange Coast College
QPE Technical Institute
SutechSchools
T.E.S.T. NDT, Inc.

PRODUCTION PLANNING & EXPEDITING CLERKS 435061

Academy of Computer Technology
AKD Computer Center
Allied Business Schools
California Learning Center
California Technical College Inc.
Career Management Institute
Center for Employment Training
E-Gate College
Garden Grove Adult Education & ROP
Larson Training Centers
Newbridge College
Newport-Mesa Adult School
Professional Career College
Universal Career Institute
West Orange College
Yorba Linda Continuing Education Center

RADIOLOGIC TECHNOLOGISTS 329190

Cypress Community College
Orange Coast College

RECEPTIONISTS AND INFORMATION CLERKS 553050

Academy of Computer Technology
Allied Business Schools
Anaheim Adult Education
Bosphorous Education Center
Capistrano Unified School District Community Education Program
Career Management Institute
Central County ROP
Comp USA Training Supercenter
Cypress Community College
Garden Grove Adult Education & ROP
Intercoast College
Kensington College
Larson Training Center
New Horizons Computer Learning Center
Newbridge College
Newport-Mesa Adult School
Newton International College
North Orange County ROP
SER/Jobs for Progress, Inc.
Saddleback Valley Adult School
Santa Ana ROP – Ritchey Center
SutechSchools
T.I.D. Computer Training Center
US Technical Institute
West Orange College
Yorba Linda Continuing Education Center

RESPIRATORY CARE PRACTITIONERS 323020

Concorde Career Institute
Orange Coast College

ROOFERS 472181

On the job training

SALES AGENTS - ADVERTISING 430230

California State University, Fullerton
Chapman University
Coastline ROP
North Orange County ROP
Orange Coast College
Southern States University
University of Phoenix

**SALES AGENTS – SELECTED
BUSINESS SERVICES 430170**

Career Management Institute
Central County ROP
Cypress Community College
North Orange County ROP
Santa Ana ROP – Ritchey Center
Southern States University

SECONDARY SCHOOL TEACHERS 313080

Alliant International University
California Coast University
California State University, Fullerton
California Union University
Chapman University
Concordia University
Fullerton College
Golden West College
National University
Orange Coast College
Santa Ana College
Santiago Canyon College
Vanguard University

SECRETARIES – EXCEPT LEGAL & MEDICAL 551080

Academy of Computer Technology
Allied Business Schools
CEI College
Computer & Electronic School of Anaheim
MTI College
Pacific College of Medical & Computer Careers
SER / Jobs for Progress, Inc.
Universal Career Institute

SPECIAL EDUCATION TEACHERS 313110

Alliant International University
California Coast University
California New Hope University
California State University, Fullerton
California Union University
Golden West College
National University
Saddleback College
Santa Ana College
Santiago Canyon College
Vanguard University

SPEECH-LANGUAGE PATHOLOGISTS 291127

California State University, Fullerton
Orange Coast College

STOCK CLERKS – SALES FLOOR 490210

Capistrano – Laguna Beach ROP
Central County ROP
Coastline ROP
Golden West College
Goodwill Industries of Orange County
Learning Tree University
North Orange County ROP
Santa Ana ROP – Ritchey Center

**STOCK CLERKS – STOCKROOM, WAREHOUSE,
STORAGE YARD 580230**

Academy of Computer Technology
Allied Business Schools
Anaheim Adult Education
Bosphorous Education Center
Capistrano – Laguna Beach ROP
Capistrano Unified School District Community Education Program
Career Management Institute
Central County ROP
Comp USA Training Supercenter
Garden Grove Adult Education & ROP
Kensington College
Larson Training Centers
New Horizons Computer Learning Center
Newbridge College
Newport-Mesa Adult School
Newton International College
SER/Jobs for Progress Inc.
Saddleback Valley Adult School
Santa Ana ROP – Ritchey Center
SutechSchools
T.I.D. Computer Training Center
West Orange College
Yorba Linda Continuing Education Center

TECHNICAL WRITERS 340050

California State University Fullerton
Chapman University
Coastline Community College
College of Information Technology
Cypress Community College
Fullerton College
Irvine Valley College
Saddleback College
Santa Ana College
Santiago Canyon College
University of California Irvine

TELEMARKETERS 419041

Capistrano – Laguna Beach ROP
Career Management Institute
Central County ROP
Coastline ROP
Golden West College
Hubbard College of Administration
SutechSchools

**TELEPHONE AND CABLE TV LINE INSTALLERS
AND REPAIRERS 857020**

Alarm Communications Tech
Garden Grove Adult Education & ROP

TRAVEL AGENTS 430210

Cypress Community College
MTI College
North Orange County ROP
Orange Coast College

**TRUCK DRIVERS – HEAVEY OR TRACTOR TRAILER
971020**

California Career Schools
Central County ROP
United Truck and Car Driving School, Inc.

ULTRASOUND TECHNOLOGISTS 292032009

Cypress College
Orange Coast College

VETERINARY ASSISTANTS 798060

Argosy University
Capistrano-Laguna Beach ROP
Central County ROP
Coastline ROP
North Orange County ROP

WELDERS & CUTTERS 939140

Central County ROP
Cypress Community College
Fullerton College
North Orange County ROP
Orange Coast College
Santa Ana College
Santiago Canyon College

**WHOLESALE & RETAIL BUYERS –
EXCEPT FARM PRODUCTS 213020**

Central County ROP
Goodwill Industries of Orange County
North Orange County ROP

WRITERS AND EDITORS 340020

California State University, Fullerton
Chapman University
Coastline Community College
College of Information Technology
Fullerton College
Golden West College
Irvine Valley College
Learning Tree University
Newton International College
Orange Coast College
Saddleback College
Santa Ana College
Santiago Canyon College
University of California, Irvine Extension
Vanguard University

Training Providers by Provider Name

2001 - 2003

A & V TECHNICAL SCHOOL, INC.

Address: 1214 E. Katella Ave., Anaheim, CA 92805

Phone: (714) 634-0744 ♦ **Fax:** (714) 634-2026

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Automotive Mechanic Technology
- ♦ Electrical Equipment Installation & Repair
- ♦ Electromechanical Engineering Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ACADEMY FOR TAX PREPARERS

Mailing Address: P.O. Box 11445, Santa Ana, CA 92711

Physical Address: 2134 N. Hathaway, Santa Ana, CA 92711

Phone: (714) 834-9266 ♦ **Fax:** (714) 541-2216

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ACADEMY OF COMPUTER TECHNOLOGY

Address: 16371 Beach Blvd. #151, Huntington Beach, CA 92645

Phone: (714) 843-6360 ♦ **Fax:** (714) 848-6353

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting & Related Services
- ♦ Administrative, Secretarial & Clerical Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No



ACADEMY OF RADIO BROADCASTING, INC.**Address:** 16052 Beach Blvd., Suite 2, Huntington Beach, CA 92647**Phone:** (714) 842-0100 ♦ **Fax:** (714) 842-1858**Web Site:** www.arbraidu.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Acting
- ♦ Radio & Television
- ♦ Radio & Television Broadcasting Technology

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

**AKD COMPUTER TRAINING CENTER****Address:** 2510 N. Grand Avenue, Suite 109, Santa Ana, CA 92705**Phone:** (714) 516-2662**School Type:** Proprietary (Private) Business and Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

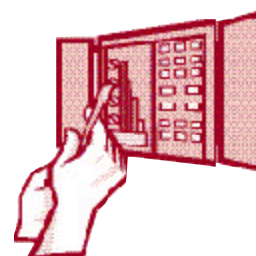
- ♦ Computer and Information Sciences, General

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ALARM COMMUNICATIONS TECH**Address:** 1440 S. State College Blvd. #6E, Anaheim, CA 92806**Phone:** (714) 518-5930 ♦ **Fax:** (714) 518-5951**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs)**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Communications Systems Installation & Repair
- ♦ Security & Loss Prevention

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No



ALLIANT INTERNATIONAL UNIVERSITY

Address: 2500 Michelson Dr., Bldg. 4, Irvine, CA 92612

Phone: (949) 833-2648 ♦ **Fax:** (949) 833-3507

Web Site: www.alliant.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education; California Commission on Teacher Credential; California State Department of Education (Courses Only)

Degree: Certificate, Bachelor's Degree, Doctorate Degree

Programs or Courses Offered:

- ♦ Business Administration
- ♦ Education
- ♦ Psychology



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ALTECH CENTERS OF ORANGE

Address: 3187 Redhill Avenue, Suite 15, Costa Mesa, CA 92626

Phone: (949) 916-2440

Web Site: www.altechcenters.com

School Type: Hospital or Health Programs not elsewhere included

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Systems Analysts



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ALLIED BUSINESS SCHOOLS

Address: 22952 Alcalde Dr., Laguna Hills, CA 92653

Phone: (888) 925-4283 ♦ **Fax:** (949) 707-5579

Web Site: www.alliedvocrehab.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs); California Department of Real Estate

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting & Bookkeeping
- ♦ Administrative, Secretarial & Clerical Services
- ♦ Building & Property Maintenance
- ♦ Construction Trades
- ♦ General Merchandising, Sales & Marketing
- ♦ Legal Administrative Assistants
- ♦ Medical Administrative Assistants
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Real Estate



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

AMERICAN CAREER COLLEGE**Address:** 1200 N. Magnolia Ave., Anaheim, CA 92801**Phone:** (800) 956-7832 ♦ **Fax:** (714) 952-1819**Web Site:** www.americancareer.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Medical Records & Medical Assistant
- ♦ Nursing
- ♦ Optometric Technician
- ♦ Pharmacy Technician
- ♦ Prepress/Desktop Publishing & Digital Imaging Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

AMERICAN SCHOOL OF MORTGAGE BANKING**Address:** 17332 Irvine Blvd., Suite 200, Tustin, CA 92780**Phone:** (714) 832-2762 ♦ **Fax:** (714) 832-3597**Web Site:** www.asmb.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Banking & Financial Support Services
- ♦ Insurance
- ♦ Real Estate
- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

ANAHEIM ADULT EDUCATION**Address:** 1800 W. Ball Rd., Suite 31, Anaheim, CA 92803**Phone:** (714) 999-5616 ♦ **Fax:** (714) 999-5650**School Type:** Public Adult School with Occupational Programs**Accreditation:** Western Association of Schools & Colleges**Degree:** Certificate & Diploma**Programs or Courses Offered:**

- ♦ Data Entry
- ♦ Clerical Services
- ♦ Education
- ♦ ESL Language Instructor
- ♦ General Studies
- ♦ High School Equivalence



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

ANTHONY SCHOOLS OF NORTHERN CALIFORNIA

Address: 379 E. Rowland Street, Irvine, CA 91723

Phone: (800) 272-2162 ♦ **Fax:** (949) 756-7042

Web Site: www.anthonyschools.com

School Type: Private Business and Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Purchasing
- ♦ Procurement/Acquisitions
- ♦ Contracts Management



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

APEX INFOTECH INC.

Address: 15540 Rockfield Blvd., Suite D, Irvine, CA 92692

Phone: (949) 597-2100

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate, Diploma



Programs or Courses Offered:

- ♦ Computer Engineering
- ♦ Computer Programming
- ♦ Systems Networking
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ARGOSY UNIVERSITY

Address: 3745 W. Chapman Ave., Suite 1, Orange, CA 92868

Phone: (714) 940-0025 ♦ **Fax:** (714) 940-0630

Web Site: www.argosyu.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate, Bachelor's Degree, Master's Degree, & Doctorate Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Business Administration
- ♦ Education
- ♦ Finance
- ♦ Health Care
- ♦ Human Resources
- ♦ Information Sciences
- ♦ Psychology



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

ART INSTITUTE OF CALIFORNIA**Address:** 3601 W. Sunflower Ave., Santa Ana, CA 92704**Phone:** (888) 549-3055 ♦ **Fax:** (714) 556-1923**Web Site:** www.ailaoc.artinstitutes.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma, Associate Degree & Bachelor's Degree**Programs or Courses Offered:**

- ♦ Animation & Special Effects
- ♦ Culinary Arts
- ♦ Web Page & Multimedia Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

ATLANTIS MEDICAL COLLEGE**Address:** 12062 Valley View Street, Suite 10, Garden Grove, CA 91730**Phone:** (714) 799-0530 ♦ **Fax:** (714) 799-0531**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Medical/Clinical Assistant



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

BECKER CONVISER CPA REVIEW**Address:** 2932 E. Nutwood Ave., Fullerton, CA 92831

3333 Michelson Dr., Suite 42, Irvine, CA 92612

Phone: (818) 981-3233 ♦ **Fax:** (818) 710-2612**Web Site:** www.beckerconviser.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Accounting



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

BETHESDA CHRISTIAN UNIVERSITY

Address: 730 North Euclid Street, Anaheim, CA 92801

Phone: (714) 517-1945 ♦ **Fax:** (714) 517-1948

Web Site: www.bcu.com

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Kindergarten Education
- ♦ Preschool Education
- ♦ Teaching



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

BOSPHOROUS EDUCATION CENTER

Address: 17150 Newhope St., Suite 117, Fountain Valley, CA 92708

Phone: (714) 825-0880 ♦ **Fax:** (714) 825-0800

Web Site: www.bosphorous.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Clerical & Office Services
- ♦ Literacy, Numeracy & Computational Skills



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

BRITISH-AMERICAN UNIVERSITY

Address: 501 N. El Camino Real, San Clemente, CA 92672

Phone: (949) 498-5090 ♦ **Fax:** (949) 498-5099

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Accreditation: California State Department of Education, State Bar of California

Degree: Diploma

Programs or Courses Offered:

- ♦ Business Administration
- ♦ Management, General



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

BROWNSON TECHNICAL SCHOOL**Address:** 1110 Technology Circle, Suite D, Anaheim, CA 92805**Phone:** (714) 774-9443 ♦ **Fax:** (714) 774-5025**School Type:** Private Business or Technical School**Accreditation:** Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

Programs or Courses Offered:

- ♦ Appliance Installation & Repair
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Technology

BRYMAN COLLEGE**Address:** 511 N. Brookhurst, Suite 300, Anaheim, CA 92801**Phone:** (714) 953-6500 ♦ **Fax:** (714) 953-4163**Web Site:** www.bryman-college.com**School Type:** Private Business or Technical School**Accreditation:** Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Business Operations Support
- ♦ Dental Assistant
- ♦ Medical Assistant
- ♦ Medical Insurance Specialist
- ♦ Medical Office Assistant
- ♦ Pharmacy Technician

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CALIFORNIA CAREER SCHOOLS**Address:** 1110 Technology Circle, Anaheim, CA 92805**Phone:** (714) 635-6585 ♦ **Fax:** (714) 635-6596**Web Site:** www.californiacareerschools.edu**School Type:** Private Business or Technical School**Accreditation:** Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Automotive Mechanics
- ♦ Computer Engineering Technology
- ♦ Machine Tool Technology
- ♦ Nursing Assistant
- ♦ Truck & Bus Driver

**TRUCK DRIVING**

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CALIFORNIA COAST UNIVERSITY

Address: 700 N. Main St., Santa Ana, CA 92701

Phone: (714) 547-9625 ♦ **Fax:** (714) 547-5777

Web Site: www.calcoast.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Bachelor's Degree, Master's Degree & Doctorate Degree

MANAGEMENT



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Education
- ♦ Engineering Management
- ♦ Health Care Management
- ♦ Management
- ♦ Psychology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

CALIFORNIA INSTITUTE OF CUSTOMER ENGINEERING

Address: 700 n18006 Sky Park Circle, Suite 11, Irvine, CA 92615

Phone: (714) 474-7655 ♦ **Fax:** (714) 474-7663

Web Site: www.calcoast.com

School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology; Bureau of Private Postsecondary & Vocational Education

Degree: Diploma



Programs or Courses Offered:

- ♦ Acting
- ♦ Radio & Television
- ♦ Radio & Television Broadcasting Technology

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

CALIFORNIA LEARNING CENTER

Address: 172 N. Tustin Ave., Suite 301, Orange, CA 92867

Phone: (714) 516-2377 ♦ **Fax:** (714) 516-2378

Address: 12335 Beach Blvd., Suite 3C, Stanton, CA 90680

Phone: (714) 379-5002

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs); Microsoft Certified System Engineer

Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA NEW HOPE UNIVERSITY

Address: 10660 Western Ave., Stanton, CA 90680

Phone: (714) 828-5797 ♦ **Fax:** (714) 828-5827

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma, Certificate & Master's Degree

Programs or Courses Offered:

- ♦ ESL Instructor
- ♦ School Counselor
- ♦ Ministry
- ♦ Preschool Education
- ♦ Special Education



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

CALIFORNIA SECURITY ACADEMY

Address: 1525 E. 17th St., Suite J, Santa Ana, CA 92705

Phone: (714) 973-1160 ♦ **Fax:** (714) 973-1184

Web Site: www.net33.com/security

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Security & Loss Prevention



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA STATE UNIVERSITY, FULLERTON

Mailing Address: P.O. Box 34080, Fullerton, CA 92834-9480
Physical Address: 800 N. State College Blvd., Fullerton, CA 92834
Phone: (714) 278-2011 ♦ **Fax:** (714) 278-7283
Web Site: www.fullerton.edu

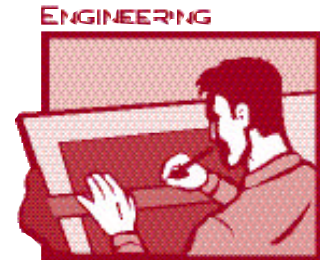
School Type: Public 4 or More Year College or University
Accreditation: Accrediting Commission for Senior Colleges & Universities;
 Western Association of Schools & Colleges
Degree: Diploma, Bachelor's Degree & Master's Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



Selection of Programs or Courses Offered:

- ♦ Accounting & Finance
- ♦ Anthropology
- ♦ Bilingual Education
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications Technology
- ♦ Computer & Information Sciences
- ♦ Criminal Justice
- ♦ Economics
- ♦ Education
- ♦ Engineering (Civil, Electrical & Mechanical)
- ♦ Environmental Studies
- ♦ Foreign Languages & Literature
- ♦ Geological & Earth Sciences
- ♦ Gerontology
- ♦ Health & Physical Fitness Education
- ♦ International Business
- ♦ Liberal Studies
- ♦ Linguistics
- ♦ Literature
- ♦ Management Information Systems
- ♦ Merchandising, Sales & Marketing
- ♦ Nursing
- ♦ Performing Arts (Dance, Speech, Music & Theater)
- ♦ Physical Sciences
- ♦ Political Science
- ♦ Psychology
- ♦ Radio, Television & Digital Communication
- ♦ Sociology
- ♦ Special Education



CALIFORNIA STATE UNIVERSITY, FULLERTON - EXTENDED EDUCATION

Mailing Address: P.O. Box 34080, Fullerton, CA 92834-9480

Physical Address: 800 N. State College Blvd., Fullerton, CA 92834

Phone: (714) 278-2611 ♦ **Fax:** (714) 278-2088

Web Site: www.takethelead.fullerton.edu

School Type: Public 4 or More Year College or University

Accreditation: Accrediting Commission for Senior Colleges & Universities;
Western Association of Schools & Colleges

Degree: Diploma, Bachelor's Degree & Master's Degree



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Creative Writing
- ♦ Criminal Justice
- ♦ Education
- ♦ Engineering
- ♦ Environmental Studies
- ♦ Financial Planning
- ♦ Forensic Science & Technology
- ♦ Gerontology
- ♦ Human Resources Management
- ♦ Literature
- ♦ Merchandising, Sales & Marketing
- ♦ Operations Management



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

CALIFORNIA TAX INSTITUTE

Address: 5281 Laurel View Circle, Yorba Linda, CA 92886

Phone: (714) 777-3289 ♦ **Fax:** (714) 777-4267

Web Site: www.caltaxinstitute.com

School Type: Private Business or Technical School

Accreditation: California Tax Education Council

Degree: Certificate

Programs or Courses Offered:

- ♦ Taxation



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

CALIFORNIA TECHNICAL COLLEGE, INC.

Address: 515 Cabrillo Park Drive, Suite 102, Santa Ana, CA 92701
Phone: (714) 543-6100 ♦ **Fax:** (714) 543-6166
Web Site: www.technicollege.com

School Type: Private 4 or More year Colleges and Universities,
Including Graduate and Professional Schools
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma

Programs or Courses Offered:

- ♦ Business
- ♦ Office Automation
- ♦ Technology
- ♦ Data Entry



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA UNION UNIVERSITY

Address: 905 S. Euclid St., Fullerton, CA 92632
Phone: (714) 446-9133 ♦ **Fax:** (714) 446-9106
Web Site: www.calunion.edu

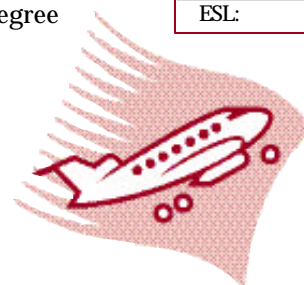
School Type: Private 4 or More Year College or University
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree

Programs or Courses Offered:

- ♦ Aviation Management & Maintenance
- ♦ Business Administration
- ♦ Computer Science
- ♦ Counseling
- ♦ Education
- ♦ Psychology (Clinical, Experimental, Family, Medical & Industrial)
- ♦ Finance
- ♦ Liberal Studies
- ♦ Music (Education, History, Theory & Performance)
- ♦ Public Policy



MUSIC EDUCATION



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCE

Address: 1126 N. Brookhurst St., Suite 310, Anaheim, CA 92801
Phone: (714) 533-3946 ♦ **Fax:** (714) 533-7778
Web Site: www.cums.edu

School Type: Private 4 or More Year Colleges and Universities,
Including Graduate and Professional Schools
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma

Programs or Courses Offered:

- ♦ Business Administration
- ♦ Management, General



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG. (ROP)**Address:** 31522 El Camino Real, San Juan Capistrano, CA 9675**Phone:** (949) 496-3118 ♦ **Fax:** (949) 496-0845**Web Site:** www.capolagrop.k12.ca.us**School Type:** Public Adult School with Occupational Programs**Accreditation:** Western Association of Schools & Colleges**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Automotive Mechanics
- ❖ Business Communication
- ❖ Child Care Provider
- ❖ Commercial Art
- ❖ Construction Trades
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Fashion Merchandising
- ❖ Floriculture
- ❖ High School Equivalence
- ❖ Instructional Aide
- ❖ Interior Design
- ❖ Landscape Architecture
- ❖ Medical, Dental & Nursing Assistants
- ❖ Sales & Marketing
- ❖ Small Business Operations
- ❖ Veterinary Assistant



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CAPISTRANO UNIFIED SCHOOL DISTRICT COMMUNITY EDUCATION PROGRAM**Address:** 31422 Camino Capistrano, San Juan Capistrano, CA 92675**Phone:** (949) 493-0658 ♦ **Fax:** (949) 489-1421**Web Site:** www.capousd.k12.ca.us/adultsch**School Type:** Public Adult School with Occupational Programs**Accreditation:** California Department of Education Coordinated Compliance Review**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ❖ Accounting
- ❖ Computer & Information Sciences
- ❖ Crafts, Artisanry & Fine Arts
- ❖ General Office Skills
- ❖ Photography
- ❖ Spanish Language & Literature



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CAREER MANAGEMENT INSTITUTE

Address: 1855 W. Katella Ave., Suite 150, Orange, CA 92867

Phone: (714) 771-5077 ♦ **Fax:** (714) 771-2374

Web Site: www.careerinstitute.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ❖ Building & Property Maintenance & Management
- ❖ Construction Trades
- ❖ Data Processing
- ❖ General Office Skills
- ❖ Selling Skills

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CAREER NETWORKS INSTITUTE

Address: 986 Town & Country Road, Orange, CA 92868

Phone: (714) 568-1566 ♦ **Fax:** (714) 568-1011

Web Site: www.careerinstitute.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Accrediting Bureau of Health Education Schools

Degree: Diploma

Programs or Courses Offered:

- ❖ Massage Therapy
- ❖ Medical Records Administration
- ❖ Medical Records Technology
- ❖ Medical Office Management
- ❖ Medical Assistant

Medical Assistant



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CASA REAL LEARNING CENTER

Address: 1666 N. Main St., Suite 415, Santa Ana, CA 92701

Phone: (714) 835-6695 ♦ **Fax:** (714) 835-6696

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ❖ Computer Installation & Repair
- ❖ Electrical & Electronic Engineering Technology
- ❖ General Office Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

CEI COLLEGE**Address:** 1360 S. Anaheim Blvd., Anaheim, CA 92805**Phone:** (714) 758-1500 ♦ **Fax:** (714) 758-1220**Web Site:** www.ceicollege.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs)**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ❖ Administrative Assistant
- ❖ Computer Systems Networking
- ❖ Data Processing
- ❖ Legal Secretary & Paralegal



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CENTER FOR EMPLOYMENT TRAINING (CET)**Address:** 120 W. Fifth Street, Suite 120, Santa Ana, CA 92701**Phone:** (714) 379-5002 ♦ **Fax:** (714) 379-5830**Web Site:** www.cet2000.org**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Building & Property Maintenance & Management
- ❖ Business Technology & Data Entry
- ❖ Medical Office Assistant

**Medical Office**

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

CENTRAL COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 2323 N. Broadway, Suite 301, Santa Ana, CA 92706-1641

Phone: (714) 541-5537 ♦ **Fax:** (714) 541-5214

Web Site: www.ropcentralcounty.tec.ca.us

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate



Programs or Courses Offered:

- ❖ Accounting & Bookkeeping
- ❖ Automotive Mechanics
- ❖ Commercial Art
- ❖ Computer Engineering Technology
- ❖ Computer Systems Networking
- ❖ Cosmetology
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Finance
- ❖ General Office Skills
- ❖ Heating, Air Conditioning & Refrigeration Technology
- ❖ Marketing Operations (Hospitality & Recreation, Special Products)
- ❖ Medical, Dental, Dietitian & Nursing Assistants
- ❖ Paramedic
- ❖ Truck & Bus Driving
- ❖ Veterinary Assistant
- ❖ Welding Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

CHAPMAN UNIVERSITY

Address: One University Drive, Orange, CA 92866

Phone: (714) 997-6701 ♦ **Fax:** (714) 997-6981

Web Site: www.chapman.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education; California State Department of Education (Courses Only); Western Association of Schools & Colleges

Degree: Certificate, Bachelor's Degree, Master's Degree & Doctorate Degree

Selection of Programs or Courses Offered:

- ❖ Accounting & Finance
- ❖ Advertising
- ❖ Art & Art History
- ❖ Biological Sciences
- ❖ Broadcast Journalism
- ❖ Business Administration
- ❖ Chemistry
- ❖ Communications



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

**Selection of Programs or Courses Offered (Continued):**

- ❖ Computer & Information Sciences
- ❖ Computer Software Engineering
- ❖ Criminal Justice
- ❖ Economics
- ❖ Education
- ❖ Environmental Studies
- ❖ Film, Video & Photography
- ❖ Food Science
- ❖ Graphic Design
- ❖ Health Services Administration
- ❖ Legal Studies
- ❖ Liberal Studies
- ❖ Literature
- ❖ Music Theory, Performance & Education
- ❖ Music Therapy
- ❖ Performing Arts (Dance & Theater)
- ❖ Physical Education Coaching
- ❖ Psychology
- ❖ Public Relations
- ❖ School Counseling
- ❖ Small Business Operations

**CIVIL SERVICE ACADEMY, INC.**

Address: 8361 Westminster Blvd., Suite 330, Westminster, CA 92683

Phone: (714) 897-5150 ❖ **Fax:** (714) 897-7215

Web Site: www.civilserviceacademy.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

**Programs or Courses Offered:**

- ❖ Criminal Justice
- ❖ Job Seeking Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

COASTLINE COLLEGE TECH CENTER

Address: 10200 Slater Ave., Fountain Valley, CA 92708

Phone: (714) 546-7600 ❖ **Fax:** (714) 241-4979

Web Site: www.coastline.cccd.edu

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges

Degree: Certificate, Diploma & Associate Degree

**Programs or Courses Offered:**

- ❖ Computer & Information Sciences
- ❖ Computer Engineering Technology
- ❖ Computer Programming
- ❖ Computer Systems Networking

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

COASTLINE COMMUNITY COLLEGE

Address: 2990 Mesa Verde Drive East, Costa Mesa, CA 92626

Phone: (714) 241-6213

Web Site: www.coastline.cccd.edu

CCC Extension: 11460 Warner Ave., Fountain Valley, CA 92708

Phone: (714) 546-7600 ♦ **Fax:** (714) 241-6288

CCC Garden Grove Center: 12901 Euclid St., Garden Grove, CA 92840

Phone: (714) 241-6209

CCC Huntington Westminster Center: 5172 McFadden Ave., Huntington Beach, CA 92649

Phone: (714) 241-6184 ♦ **Fax:** (714) 241-6345

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges; WIA Eligible Training Provider

Degree: Certificate, Diploma & Associate Degree

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered:

- ♦ Accounting
- ♦ The Arts (Dance, Music, Photography, Speech, Theater & Visual Art)
- ♦ Banking & Financial Support Services
- ♦ Biological Sciences
- ♦ Building & Construction Inspectors
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications Technologies
- ♦ Computer & Information Sciences
- ♦ Digital Communication & Multimedia
- ♦ Earth Sciences
- ♦ Ecology
- ♦ E-Commerce
- ♦ Economics
- ♦ Education
- ♦ Electronics Technology
- ♦ Environmental Studies
- ♦ Floriculture
- ♦ Food Science
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ International Business
- ♦ Paralegal
- ♦ Psychology
- ♦ Purchasing, Acquisitions & Contracts Management
- ♦ Quality Control Technology
- ♦ Real Estate
- ♦ Special Education
- ♦ Telecommunications Technology
- ♦ Tourism & Travel Management

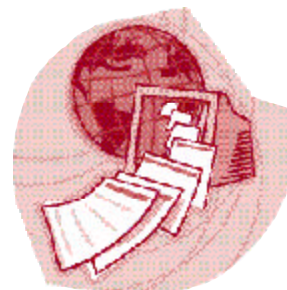


COASTLINE REGIONAL OCCUPATIONAL PROGRAM (ROP)**Address:** 1001 Presidio Square, Costa Mesa, CA 92626**Phone:** (714) 979-1955 ♦ **Fax:** (714) 557-6812**Web Site:** www.coastlinerop.k12.ca.us**School Type:** Secondary School with Occupational Programs**Accreditation:** Western Association of Schools & Colleges**Degree:** Certificate**SALES & MARKETING****Programs or Courses Offered:**

- ♦ Accounting & Computer Science
- ♦ Advertising
- ♦ Automotive Mechanics
- ♦ Banking & Financial Support Services
- ♦ Business Communications
- ♦ Child Care Providers
- ♦ Computer Systems Networking
- ♦ Construction Engineering Technology
- ♦ Culinary Arts
- ♦ Dental Assistant
- ♦ Hotel Management
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Medical Assistant
- ♦ Medical Records Administration
- ♦ Merchandising & Sales Operations
- ♦ Paramedic
- ♦ Prepress/Desktop Publishing
- ♦ Theater Design & Technology
- ♦ Tourism & Travel Services
- ♦ Veterinary Assistant

**CULINARY ARTS**

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

COLLEGE OF INFORMATION TECHNOLOGY**Address:** 2701 E. Chapman Ave., Suite 101, Fullerton, CA 92831**Phone:** (714) 879-5100 ♦ **Fax:** (714) 879-2272**Web Site:** www.collegeofit.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Business Communication
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Information Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

COMP USA TRAINING SUPERCENTER

Address: 9430 Warner Ave., Fountian Valley, CA 92708

Phone: (714) 965-4250 ♦ **Fax:** (714) 965-4285

Web Site: www.compusa.com

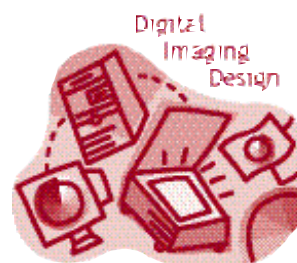
School Type: Private Business or Technical School

Accreditation: Microsoft Certified Solutions Provider; Novell Authorized Education Center

Degree: Diploma

Programs or Courses Offered:

- ❖ Accounting & Bookkeeping Technology
- ❖ Commercial Art
- ❖ Computer Programming
- ❖ Computer Sciences
- ❖ Computer Systems Analyst
- ❖ Computer Systems Networking
- ❖ Data Processing
- ❖ Management Information Systems
- ❖ Prepress/Desktop Publishing & Digital Image Design



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

COMPUTER & ELECTRONIC SCHOOL OF ANAHEIM

Address: 7439 La Palma Ave., Buena Park, CA 90620

Phone: (714) 254-1070 ♦ **Fax:** (714) 527-4724

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ❖ Administrative Assistant
- ❖ Computer Installation & Repair
- ❖ Computer Systems Networking
- ❖ Computer Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

COMPUTER EDUCATION INSTITUTE

Address: 2035 E. Ball Road, Suite 100, Anaheim, CA 92806

Phone: (714) 772-6941 ♦ **Fax:** (714) 502-1168

Address: 24551 Raymond Way, Suite 155, Lake Forest, CA 92630

Phone: (949) 472-4192 ♦ **Fax:** (949) 609-1567

Web Site: www.computer-education.com

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ❖ Accounting & Business Management
- ❖ Computer & Information Sciences
- ❖ Computer Installation & Repair
- ❖ Computer Systems Networking
- ❖ Data Processing
- ❖ Management Information Systems
- ❖ Medical Administrative Assistant
- ❖ Word Processing



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CONCORDE CAREER INSTITUTE

Address: 12951 Euclid St., Suite 101, Garden Grove, CA 92840

Phone: (714) 635-3450 ♦ **Fax:** (714) 530-4737

Web Site: www.concordecareercolleges.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ❖ Dental Assistant
- ❖ Medical Administrative Assistant
- ❖ Medical Assistant
- ❖ Medical Records Technician
- ❖ Nursing Assistant
- ❖ Pharmacy Technician
- ❖ Respiratory Care Therapist



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CONCORDIA UNIVERSITY

Address: 1530 Concordia West, Irvine, CA 92612

Phone: (949) 854-8002 ♦ **Fax:** (949) 854-6854

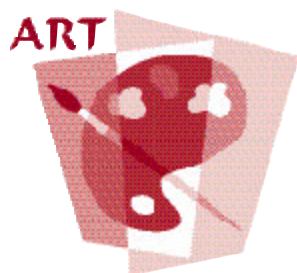
Web Site: www.cui.edu

School Type: Private 4 or More Year College or University

Accreditation: Accrediting Commission for Senior Colleges & Universities;
Western Association of Schools & Colleges

Degree: Bachelor's Degree & Master's Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No



Selection of Programs or Courses Offered:

- ♦ Accounting
- ♦ Art
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications
- ♦ Computer & Information Sciences
- ♦ Education
- ♦ Health & Physical Education
- ♦ Liberal Studies
- ♦ Literature
- ♦ Marketing
- ♦ Music
- ♦ Political Science
- ♦ Pre-Law Studies
- ♦ Pre-Medical Studies
- ♦ Psychology
- ♦ Sales, Distribution & Marketing Operations
- ♦ Social Work
- ♦ Sport & Fitness Education & Management



SPORT & FITNESS



CONTRACTOR'S LICENSE EXAM CENTER, INC.

Address: 18682 Beach Blvd. #100, Huntington Beach, CA 92648

Phone: (800) 480-7277 ♦ **Fax:** (714) 378-4504

Web Site: www.clecinc.com

School Type: Private Business or Technical School

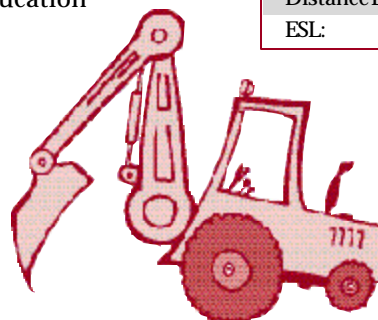
Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

Programs or Courses Offered:

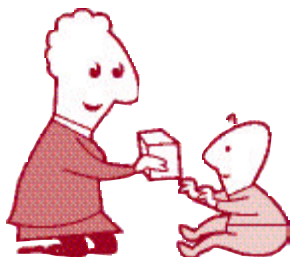
- ♦ Construction Inspector
- ♦ Construction Trades



CONTRACTORS STATE LICENSE SCHOOLS**Address:** 530 W. Katella Ave., Orange, CA 92867**Phone:** (714) 289-9107 ♦ **Fax:** (714) 289-9118**Web Site:** www.cslscorp.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Construction Inspector
- ❖ Construction Engineering Technology
- ❖ Construction Trades

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CYPRESS COLLEGE CONTINUING EDUCATION CENTER**Address:** 9200 Valley View, Cypress, CA 90630**Phone:** (714) 484-7038 ♦ **Fax:** (714) 952-2753**Web Site:** www.sce.cc.ca.us**School Type:** Public Adult School with Occupational Programs**Accreditation:** Accrediting Commission for Community & Junior Colleges**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Automotive Mechanics
- ❖ Bartending Skills
- ❖ Child Care Provider
- ❖ Construction Engineering Technology
- ❖ Culinary Arts
- ❖ Electrical Engineering Technology
- ❖ Financial Planning
- ❖ Hospitality Management
- ❖ Management Information Systems
- ❖ Medical Assistant



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

CYPRESS COMMUNITY COLLEGE

Address: 9200 Valley View, Cypress, CA 90630

Phone: (714) 484-7302 ♦ **Fax:** (714) 826-6723

Web Site: www.cypresscollege.edu

School Type: Community College

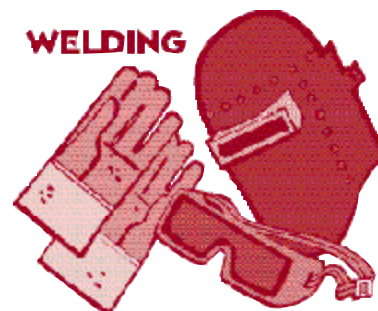
Accreditation: Accrediting Commission for Community & Junior Colleges;
Western Association of Schools & Colleges

Degree: Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

Programs or Courses Offered:

- ♦ Accounting
- ♦ Administrative Assistant
- ♦ Aerospace Science
- ♦ Airline Pilot & Flight Crew
- ♦ The Arts (Dance, Music, Photography, Theater)
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Aviation Management
- ♦ Computer & Information Sciences
- ♦ Computer Graphics
- ♦ Computer Programming
- ♦ Criminal Justice
- ♦ Culinary Arts
- ♦ Data Entry
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Technology
- ♦ Hospital & Recreation Management & Marketing
- ♦ Legal Assistant
- ♦ Liberal Arts
- ♦ Marketing, Sales & Merchandising
- ♦ Medical Insurance Specialist
- ♦ Medical Records Technician
- ♦ Nursing
- ♦ Prepress, Desktop Publishing & Digital Image Design
- ♦ Psychology & Counseling
- ♦ Radiologic Technology
- ♦ Restaurant Management
- ♦ Small Business Administration
- ♦ Tourism & Travel Management
- ♦ Web Page & Multimedia Design
- ♦ Welding Technology



DATATRIN INSTITUTE, INC.**Address:** 4510 E. Pacific Coast Highway, Long Beach, CA 90804**Phone:** (800) 832-8287**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer & Information Sciences
- ❖ Computer Engineering Technology
- ❖ Computer Systems Networking
- ❖ Web Page, Multimedia & Information Resources Design



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

DEL MAR MEDIA ARTS**Address:** 15375 Barranca Parkway, Suite J106, Irvine, CA 92618**Phone:** (949) 753-0570 ❖ **Fax:** (949) 753-0576**Web Site:** www.delmarmediaarts.com**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Acting



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

DETECTIVE TRAINING INSTITUTE**Mailing Address:** P.O. Box 909, San Juan Capistrano, CA 92693-9923**Physical Address:** 3410-G West McArthur Blvd., Santa Ana, CA 92704**Phone:** (888) 425-9338 ❖ **Fax:** (949) 498-4751**Web Site:** www.detectivetraining.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ❖ Security & Loss Prevention



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

DEVRY UNIVERSITY

Address: 3333 Michelson Drive, Suite 420, Irvine, CA 92612

Phone: (949) 752-5631 ♦ **Fax:** (949) 752-5637

Web Site: www.devry.edu

School Type: Private 4 or More Year Colleges and Universities, Including all Graduate and Professional Schools Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education, North Central Association of Colleges and Schools

Degree: Certificate

Programs or Courses Offered:

- ♦ Business
- ♦ Office Automation
- ♦ Technology
- ♦ Data Entry



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

E-GATE COLLEGE

Address: 2070 Business Dr., Suite 105, Irvine, CA 92612

Phone: (949) 475-1057

Web Site: www.e-gatecollege.com

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

E-COMMERCE



Programs or Courses Offered:

- ♦ Accounting
- ♦ Business Technology
- ♦ Computer & Information Technology
- ♦ Database Administration
- ♦ E-Commerce
- ♦ Information Technology
- ♦ Office Management
- ♦ Telecommunications Technology
- ♦ Web & Multimedia Management

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ENFORCEMENT TRAINERS INC.

Address: 1935 N. Enterprise St., Orange, CA 92865

Phone: (714) 921-8990

Web Site: www.enforcementtrainers.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Security & Loss Prevention
- ♦ Security & Protective Services



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

EXECUTIVE 2000 INC.**Address:** 2041 Business Center Drive, Suite 107, Irvine, CA 92612**Phone:** (949) 794-9090 ❖ **Fax:** (949) 794-9094**Web Site:** www.computertrainingschools.com/exe2000**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer Systems Networking
- ❖ Data Processing
- ❖ Management Information Systems
- ❖ Web Page, Digital & Multimedia Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

EXECUTRAIN OF CALIFORNIA**Address:** 17877 Von Karman Ave., Suite 150, Irvine, CA 92614**Phone:** (800) 300-6440 ❖ **Fax:** (949) 221-0333**Web Site:** www.executrain.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer & Information Sciences
- ❖ Computer Systems Networking
- ❖ Data Processing



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

THE FASHION INSTITUTE OF DESIGN & MERCHANDISING**Address:** 17590 Guillete Ave., Irvine, CA 92614**Phone:** (949) 851-6200 ❖ **Fax:** (949) 851-6808**Web Site:** www.fidm.com**School Type:** Private Business or Technical School

Accreditation: Accrediting Commission for Community & Junior Colleges;
National Association of Schools of Art & Design;
Western Association of Schools & Colleges

Degree: Certificate & Associate Degree**Programs or Courses Offered:**

- ❖ Design & Visual Communications
- ❖ Fashion Design
- ❖ Fashion Merchandising
- ❖ Interior Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

FULLERTON COLLEGE

Address: 321 E. Chapman Ave., Fullerton, CA 92832

Phone: (714) 992-7000 ♦ **Fax:** (714) 447-4097

Web Site: www.fullcoll.edu

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges;
California State Department of Education (Courses Only);
Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree



Programs or Courses Offered:

- ♦ Accounting
- ♦ The Arts (Dance, Music, Photography & Theater)
- ♦ Automotive Mechanics
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Business Communication
- ♦ Child Care Management
- ♦ Computer Programming
- ♦ Computer Science
- ♦ Construction Management
- ♦ Cosmetology
- ♦ Criminal Justice
- ♦ Drafting & CAD (Architectural & Electrical)
- ♦ Engineering (Civil & Electrical)
- ♦ Environmental Studies
- ♦ Fashion Design
- ♦ Finance & Financial Planning
- ♦ Graphic Communications
- ♦ Health & Physical Education
- ♦ Horticultural Science
- ♦ Interior Design
- ♦ International Business
- ♦ Journalism
- ♦ Legal Assistant
- ♦ Leisure & Recreational Activities
- ♦ Machine Tool Technology
- ♦ Management Information Systems
- ♦ Marine Biology & Oceanography
- ♦ Marketing
- ♦ Nutrition Sciences
- ♦ Printing Press Operator
- ♦ Psychology
- ♦ Radio & Television
- ♦ Social Sciences
- ♦ Taxation
- ♦ Welding Technology



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes

GARDEN GROVE ADULT EDUC. & REGIONAL OCCUPATIONAL PROG. (ROP)**Address:** 11852 Knott St., Garden Grove, CA 92845**Phone:** (714) 663-6525 ♦ **Fax:** (714) 901-7032**Web Site:** www.ggadulthoodeducation.org**School Type:** Public Adult School with Occupational Programs**Accreditation:** Western Association of Schools & Colleges**Degree:** Certificate

Pipefitting

Programs or Courses Offered:

- ❖ Accounting & Bookkeeping
- ❖ Clerical Services
- ❖ Communications Systems Installation & Repair
- ❖ Computer Repair Technology
- ❖ Computer Software & Media
- ❖ Construction Trades
- ❖ Cosmetology
- ❖ Data Entry
- ❖ Education
- ❖ Graphic Design
- ❖ Management Information Systems
- ❖ Photography
- ❖ Pipefitting
- ❖ Prepress/Desktop Publishing
- ❖ Speech & Communication

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

**GENDARME INSTITUTE****Address:** 12831 Western Ave., Suite A, Garden Grove, CA 92841**Phone:** (714) 539-7701 ♦ **Fax:** (714) 891-6964**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer & Information Sciences
- ❖ Computer Hardware
- ❖ Data Entry
- ❖ Medical Administration
- ❖ Security & Loss Prevention

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No



GERONTOLOGY TRAINING INSTITUTE

Address: 214 Hospital Circle, Suite 3, Westminster, CA 92683

Phone: (714) 893-3050 ♦ **Fax:** (714) 893-4676

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Adult Development & Aging
- ♦ Mental & Social Health Services
- ♦ Nursing Assistant

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

GOLDEN WEST COLLEGE

Address: 15744 Golden West St., Huntington Beach, CA 92647

Phone: (714) 892-7711 ♦ **Fax:** (714) 895-8960

Web Site: www.gwc.cccd.edu

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges;
Western Association of Schools & Colleges

Degree: Certificate & Associate Degree



Programs or Courses Offered:

- ♦ Accounting
- ♦ Architecture
- ♦ The Arts (Dance, Music, Photography, Theater & Visual Art)
- ♦ Automotive Engineering Technology
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Communication
- ♦ Computer Science
- ♦ Cosmetology
- ♦ Criminal Justice
- ♦ Diesel Mechanics Technology
- ♦ Drafting & Design Technology
- ♦ Education
- ♦ Engineering Technology
- ♦ Health & Physical Education
- ♦ Information Science
- ♦ Journalism
- ♦ Library Science
- ♦ Management Science
- ♦ Marketing
- ♦ Nursing
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Psychology
- ♦ Real Estate



GOODWILL INDUSTRIES OF ORANGE COUNTY**Address:** 410 N. Fairview St., Santa Ana, CA 92703**Phone:** (714) 547-6308 ♦ **Fax:** (714) 541-6531**Web Site:** www.ocgoodwill.org**School Type:** Apprenticeship Program**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

- ♦ Computer Installation & Repair
- ♦ Electronics Maintenance & Repair
- ♦ Personal & Culinary Services
- ♦ Retail Operations



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

H & R BLOCK TAX SCHOOL**Address:** 12807 Beach Blvd., Stanton, CA 90680**Phone:** (714) 891-3835 ♦ **Fax:** (714) 677-0036**Address:** 2274 E. Lincoln Ave., Anaheim, CA 92806**Phone:** (714) 991-3255 ♦ **Fax:** (714) 991-6523**Web Site:** www.hrblock.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
California Tax Education Council**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Taxation



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

HEALTH STAFF TRAINING INSTITUTE**Address:** 1505 E. 17th St., Santa Ana, CA 92705**Phone:** (714) 543-9828 ♦ **Fax:** (714) 543-9835**School Type:** Private Business or Technical School**Accreditation:** Accrediting Bureau of Health Education Schools;
Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ♦ Clinical Laboratory Assistant
- ♦ Medical Assistant
- ♦ Pharmacy Technician



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

HERMANDAD TRAINING CENTER

Address: 825 N. Broadway, Santa Ana, CA 92701

Phone: (714) 541-0250

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ❖ Accounting Technology
- ❖ Administrative Assistant & Secretarial Science
- ❖ Data Entry
- ❖ Legal Assistant

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

HI TEK SOLUTIONS INC.

Address: 2361 Campus Dr., Suite 107, Irvine, CA 92612

Phone: (949) 474-8270 ❖ **Fax:** (949) 474-8272

Web Site: www.hitekolutions.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider

Degree: Certificate



Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Engineering
- ❖ Computer Installation & Repair
- ❖ Computer Programming
- ❖ Computer Security
- ❖ Networking & Telecommunications
- ❖ Multimedia Management

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

HOPE INTERNATIONAL UNIVERSITY

Address: 2500 E. Nutwood Ave., Fullerton, CA 92831

Phone: (714) 879-3901 ❖ **Fax:** (714) 879-1041

Web Site: www.hiu.edu

School Type: Private 4 or More Year College or University

Accreditation: Accrediting Commission for Senior Colleges & Universities;
Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate, Bachelor's & Master's Degrees

Programs or Courses Offered:

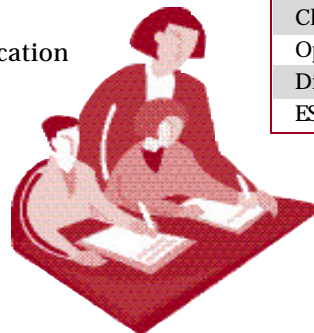
- ❖ The Arts (Drama, Music & Voice)
- ❖ Business Administration
- ❖ Child Development
- ❖ Communications Technologies
- ❖ Computer Science
- ❖ Education
- ❖ Finance
- ❖ Health & Physical Education
- ❖ Psychology & Counseling



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes

HUBBARD COLLEGE OF ADMINISTRATION, ORANGE**Address:** 1442 Irvine Blvd., Suite 218, Tustin, CA 92780**Phone:** (714) 734-9363 ♦ **Fax:** (714) 368-9467**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

- ♦ Selling Skills
- ♦ Sales Operations



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

HUNTINGTON BEACH ADULT SCHOOL**Address:** 16666 Tunstall Lane, Huntington Beach, CA 92647**Phone:** (714) 847-2873 ♦ **Fax:** (714) 841-2283**Web Site:** www.hbuhdsd.k12.ca.us/adlt**School Type:** Public Adult School with Occupational Programs**Accreditation:** California State Department of Education (Courses Only)**Degree:** Certificate**Programs or Courses Offered:**

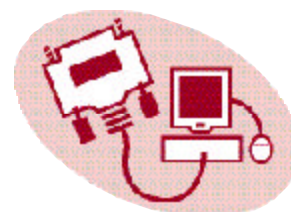
- ♦ Automotive Mechanics
- ♦ Cosmetology
- ♦ Home Health Aide
- ♦ Medical Assistant



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

ICTP PROFESSIONAL SERVICES**Address:** 731 E. Ball Road, Suite 100, Anaheim, CA 92805**Phone:** (714) 520-4062 ♦ **Fax:** (714) 774-1407**Web Site:** www.ictp.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Computer Engineering
- ♦ Computer Systems Security
- ♦ Hardware & Software
- ♦ Networking & Telecommunications
- ♦ Systems Administration



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

INSTITUTE FOR APPLIED MANAGEMENT & LAW INC.

Address: 610 Newport Center Drive #1060, Newport Beach, CA 92660
Phone: (949) 760-1700 ♦ **Fax:** (949) 760-8192
Web Site: www.iaml.com

School Type: Other Education
Accreditation: Accrediting Commission of Career Schools & Colleges of Technology; Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:

- ♦ Human Resources Management
- ♦ Personnel Administration
- ♦ General Labor and Industrial Relations

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

INSTITUTE OF NETWORK TECHNOLOGY

Address: 1901 Fourth St., Suite 310, Santa Ana, CA 92705
Address: 9918-B Katella Ave., Garden Grove, CA 92840
Phone: (562) 424-9200 ♦ **Fax:** (714) 774-1407
Web Site: www.networktraining.verizonsupersite.com

School Type: Private Business or Technical School
Accreditation: Accrediting Commission of Career Schools & Colleges of Technology; Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Management Information Systems

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

INTERCOAST COLLEGES

Address: 1631 N. Bristol St., Suite 200, Santa Ana, CA 92706
Phone: (714) 560-6900 ♦ **Fax:** (714) 560-6909
Web Site: www.intercoastcolleges.com

School Type: Private Business or Technical School
Accreditation: Accrediting Council for Continuing Education & Training; Bureau for Private Postsecondary & Vocational Education
Degree: Diploma & Certificate

Programs or Courses Offered:

- ♦ Accounting
- ♦ Data Processing
- ♦ Legal & Medical Assistants
- ♦ Tourism Promotion Operations



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

INTERIOR DESIGNERS INSTITUTE**Address:** 1061 Camelback Road, Newport Beach, CA 92660**Phone:** (949) 675-4451 ♦ **Fax:** (949) 759-0667**Web Site:** www.idi.edu

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate, Associate Degree & Bachelor's Degree

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

Programs or Courses Offered:

- ♦ Interior Design

INTERNATIONAL CONSORTIUM OF TECHNOLOGY**Address:** 731 East Ball Road, Suite 100, Anaheim, CA 92805**Phone:** (714) 783-0837 ♦ **Fax:** (714) 774-1407**Web Site:** www.ictp.com

School Type: Proprietary (Private) Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:

- ♦ Communication Technologies
- ♦ Computer and Information Sciences



Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

INTERNATIONAL INSTITUTE OF TECHNOLOGY**Address:** 680 Langsdorf Drive, Suite 205, Fullerton, CA 92831**Phone:** (714) 738-0007

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education

**Programs or Courses Offered:**

- ♦ Computer Sciences

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

INTERNATIONAL SUSHI ACADEMY**Address:** 6771 Beach Blvd., Suite A, Buena Park, CA 90621**Phone:** (714) 488-0701**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

- ♦ Culinary Arts

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

IRVINE ADULT SCHOOL

Address: 311 West Yale Loop, Suite 3, Irvine, CA 92604

Phone: (949) 936-7453 ♦ **Fax:** (949) 936-7459

Web Site: www.irvineadultschool.com

School Type: Public Adult School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Certificate



Programs or Courses Offered:

- ♦ The Arts (Ceramics, Dance, Theater & Visual Art)
- ♦ Communication Studies
- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Teaching Assistants
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

IRVINE VALLEY COLLEGE

Address: 5500 Irvine Center Drive, Irvine, CA 92618

Phone: (949) 451-5100 ♦ **Fax:** (949) 451-5370

Web Site: www.ivc.edu

School Type: Community College

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

Programs or Courses Offered:

- ♦ Accounting
- ♦ Banking & Financial Services
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Computer & Information Sciences
- ♦ Computer Networking & Telecommunications
- ♦ Criminal Justice
- ♦ Drafting & Design Technology
- ♦ Electrical Engineering Technology
- ♦ Engineering
- ♦ Health & Physical Education
- ♦ Journalism
- ♦ Laser & Optical Technology
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Nutrition Sciences
- ♦ Performing Arts (Music Theory, Composition & Performance, Theater & Voice)
- ♦ Psychology
- ♦ Social Sciences
- ♦ Visual Arts (Art History, Drawing, Fine Art, & Painting)



ITT TECHNICAL INSTITUTE

Address: 525 N. Muller Ave., Anaheim, CA 92801

Phone: (714) 535-3700 ♦ **Fax:** (714) 535-1802

Web Site: www.itt-tech.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma, Associate Degree & Bachelor's Degree



Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Computer Software
- ♦ Computer Systems Networking & Telecommunications
- ♦ Drafting & Design Technology
- ♦ Electrical Engineering Technology
- ♦ Web & Multimedia Management

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

JACKSON HEWITT TAX SCHOOL

Address: 3002 W. Lincoln Ave., Anaheim, CA 92801

Phone: (714) 995-6000 ♦ **Fax:** (714) 773-6294

Address: 1331 S. Harbor Blvd., Fullerton, CA 92832

Phone: (714) 773-5005 ♦ **Fax:** (714) 773-6294

Web Site: www.jacksonhewitt.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Taxation

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

KAPLAN EDUCATIONAL CENTER

Address: 2646 Dupont Dr., Suite 50, Irvine, CA 92612

Phone: (949) 756-2954 ♦ **Fax:** (949) 756-7040

Web Site: www.kaplan.com

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education



Programs or Courses Offered:

- ♦ Accounting Services
- ♦ Dental Services
- ♦ Medical Services
- ♦ Nursing Services

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

KELLER GRADUATE SCHOOL OF MANAGEMENT (DEVRY UNIVERSITY)

Address: 3333 Michelson Dr., Suite 420, Irvine, CA 92612

Phone: (949) 752-5631 ♦ **Fax:** (949) 752-5637

Web Site: www.keller.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Commission on Institutions of Higher Education

Degree: Certificate & Master's Degree



Programs or Courses Offered:

- ♦ Accounting & Finance
- ♦ Business Administration
- ♦ Computer Systems Networking & Telecommunications
- ♦ Human Resources Management
- ♦ Information Resources Management
- ♦ Management Information Systems
- ♦ Public Administration

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

KENSINGTON COLLEGE

Address: 2428-D N. Grand Ave., Santa Ana, CA 92705

Phone: (714) 542-8086 ♦ **Fax:** (714) 245-2425

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Independent Colleges & Schools;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Clerical Services
- ♦ Legal Assistant
- ♦ Receptionist

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

LAGUNA BEACH ADULT EDUCATION

Address: 550 Blumont St., Laguna Beach, CA 92651

Phone: (949) 497-7700 ♦ **Fax:** (949) 497-7710

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate



Programs or Courses Offered:

- ♦ Communication Studies
- ♦ Computer Installation & Repair Technology
- ♦ Computer Systems Networking & Telecommunications
- ♦ Management Information Systems

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

LARSON TRAINING CENTERS**Address:** 2041 W. Orangewood Ave., Orange, CA 92668**Phone:** (714) 634-1800 ♦ **Fax:** (714) 634-0437**Web Site:** www.larsontraining.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Accounting Technology
- ❖ Business Operations Support
- ❖ Clerical Services
- ❖ Data Processing Technology
- ❖ Medical Records Technology
- ❖ Medical Secretary
- ❖ Prepress/Desktop Publishing & Digital Imaging Design



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

LAUREL ADULT SCHOOL**Address:** 10291 Bloomfield Street, Los Alamitos, CA 90720**Phone:** (562) 799-4820 ♦ **Fax:** (714) 799-4822**School Type:** Public Adult Schools with Occupational Programs**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma**Programs or Courses Offered:**

- ❖ Computer and Information Sciences



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

LEARNING TREE UNIVERSITY

Address: 265 McCormick Ave., Costa Mesa, CA 92626

Phone: (714) 427-0588 ♦ **Fax:** (714) 427-0587

Web Site: www.ltuonline.com

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting
- ♦ Business Administration
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Data Processing Technology
- ♦ Financial Planning & Management
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Merchandising & Sales
- ♦ Medical Transcription
- ♦ Purchasing
- ♦ Tourism & Travel Management
- ♦ Visual Arts



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

LINOGRAPHICS INC.

Address: 770 N. Main St., Suite J, Orange, CA 92868

Phone: (714) 639-0511 ♦ **Fax:** (714) 639-3912

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Commercial & Advertising Art
- ♦ Management Information Systems
- ♦ Prepress/Desktop Publishing & Digital Imaging Design



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

MARR CONSTRUCTION MANAGEMENT INSTITUTE

Address: 837 W. Lambert Rd., Brea, CA 92821

Phone: (714) 529-8650 ♦ **Fax:** (714) 529-4151

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Construction Engineering
- ♦ Construction Inspection & Management



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MARTIAL ARTS SECURITY TRAINING ACADEMY**Address:** 2024 N. Broadway, Suite 205, Santa Ana, CA 92706**Phone:** (714) 547-2566 ♦ **Fax:** (714) 547-0154**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Security & Loss Prevention Services

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MODERN TECHNOLOGY SCHOOL**Address:** 1232 - 38 E. Katella Avenue, Anaheim, CA 92805**Phone:** (714) 978-7702 ♦ **Fax:** (714) 978-0501**Web Site:** www.moderntechschoo.com**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Medical/Clinical Assistant

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MONTEREY PARK COLLEGE**Address:** 12362 Beach Blvd., Suite 100, Stanton, CA 90680**Phone:** (714) 901-9447 ♦ **Fax:** (714) 901-9454**Web Site:** www.montereyparkcollege.com**School Type:** Private Business or Technical School

Accreditation: Accrediting Council for Independent Colleges & Schools;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma**Programs or Courses Offered:**

- ♦ Accounting Technology
- ♦ Computer Systems Networking & Telecommunications
- ♦ Computer Technology
- ♦ Data Processing

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

MONTESSORI TEACHERS ACADEMY

Address: 23311 Muirlands, Lake Forest, CA 92630

Phone: (949) 855-5630 ♦ **Fax:** (949) 855-5633

School Type: Proprietary (Private) Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ❖ Kindergarten Education
- ❖ Preschool Education
- ❖ Teaching



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MONTESSORI TEACHER TRAINING INSTITUTE

Address: 340 Saint Ann's Drive, Laguna Beach, CA 92651

Phone: (949) 494-2411

School Type: Other Education

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate, Diploma

Programs or Courses Offered:

- ❖ Kindergarten Education
- ❖ Preschool Education
- ❖ Teaching



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

MONTESSORI WESTERN TEACHER TRAINING

Address: 5856 Belgrave, Garden Grove, CA 92845

Phone: (714) 897-3833 ♦ **Fax:** (714) 373-3422

School Type: Proprietary (Private) Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ❖ Kindergarten Education
- ❖ Preschool Education
- ❖ Teaching

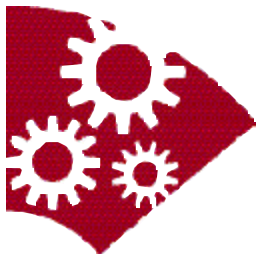


Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

MTI COLLEGE**Address:** 3011 W. Chapman Ave., Orange, CA 92668**Phone:** (714) 385-1132 ♦ **Fax:** (714) 385-1893**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ♦ Administrative Assistant
- ♦ Computer & Information Science
- ♦ Electrical & Electronics Drafting & CAD
- ♦ Engineering
- ♦ Legal Assistant
- ♦ Tourism & Travel Marketing Operations

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

NATIONAL TOOLING & MACHINING ASSOCIATION TRAINING**Address:** 3036 Enterprise St., Costa Mesa, CA 92626**Phone:** (714) 545-3202 ♦ **Fax:** (714) 545-3624**Web Site:** www.ntmatrainingcenters.org**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Computer Engineering
- ♦ Computer Programming
- ♦ Machine Shop Technology
- ♦ Machine Tool Technology
- ♦ Mechanical Engineering Technology
- ♦ Tool & Die Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

NATIONAL UNIVERSITY

Address: 3390 Harbor Blvd., Costa Mesa, CA 92626

Phone: (714) 429-5100 ♦ **Fax:** (714) 429-5307

Web Site: www.nu.edu

School Type: Private 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Associate, Bachelor's & Master's Degrees



Programs or Courses Offered:

- ♦ Biological & Physical Sciences
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Criminal Justice
- ♦ Education
- ♦ Engineering
- ♦ Financial Management
- ♦ Health Care Administration
- ♦ Management
- ♦ Marketing
- ♦ Nursing Administration
- ♦ Psychology



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

NETSYSTEMS SOFTWARE TRAINING INC.

Address: 525 N. Cabrillo Park Dr., Santa Ana, CA 92701

Phone: (714) 543-6869 ♦ **Fax:** (714) 543-8194

Web Site: www.net-system.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Hardware Technology
- ♦ Computer Installation & Repair
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

NEW HORIZONS COMPUTER LEARNING CENTER**Address:** 1900 S. State College Blvd., Anaheim, CA 92806**Phone:** (714)556-1220 ♦ **Fax:** (714) 436-6382**Web Site:** www.newhorizons.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education; Microsoft Certified Solutions Provider; Novell Authorized Education Center**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Accounting & Computer Science
- ♦ Clerical Services
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Data Processing
- ♦ Design & Visual Communications
- ♦ Graphic & Printing Equipment Operation
- ♦ Microcomputer Applications
- ♦ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

NEWBRIDGE COLLEGE**Address:** 1840 E. 17th St., Suite 140, Santa Ana, CA 92705**Phone:** (714) 550-8000 ♦ **Fax:** (714) 550-6740**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ♦ Clerical Services
- ♦ Clinical Laboratory Technology
- ♦ Computer & Information Sciences
- ♦ Medical Office Management
- ♦ Medical Assistant
- ♦ Surgical Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

NEWPORT ASIA PACIFIC UNIVERSITY**Address:** 5000 Birch Sreet, Suite 3000, Newport Beach, CA 92660**Phone:** (949) 260-2004 ♦ **Fax:** (949) 260-2099**Web Site:** www.napu.com**School Type:** Private 4 or More Year Colleges and Universities, Including Graduate and Professional Schools**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

- ♦ Acting
- ♦ Radio & Television
- ♦ Radio & Television Broadcasting Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

NEWPORT-MESA ADULT SCHOOL

Address: 425 E. 18th St., Costa Mesa, CA 92627

Phone: (949) 515-6565 ♦ **Fax:** (949) 515-5350

School Type: Public Adult School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Diploma & Certificate

Programs or Courses Offered:

- ♦ Clerical Services
- ♦ Data Processing
- ♦ Receptionist



Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

NEWPORT UNIVERSITY

Address: 20101 SW Birch St., Suite 120, Newport Beach, CA 92660

Phone: (949) 757-1155 ♦ **Fax:** (949) 757-1156

Web Site: www.newport.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Associate Degree, Bachelor's Degree & Master's Degree



Programs or Courses Offered:

- ♦ Behavioral Sciences
- ♦ Business Administration
- ♦ Law
- ♦ Psychology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

NEWTON INTERNATIONAL COLLEGE

Address: 8762 Garden Grove Blvd., Garden Grove, CA 92844

Phone: (714) 530-9288 ♦ **Fax:** (714) 530-9291

Address: 4255 Campus Dr., Suite A-250, Irvine, CA 92612

Phone: (949) 509-9288 ♦ **Fax:** (949) 509-9871

Web Site: www.nac.edu

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Business Communication
- ♦ Clerical Services
- ♦ Computer Programming
- ♦ Data Processing
- ♦ Dental Laboratory Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROG. (ROP)**Main Office:** 2360 W. La Palma Ave., Anaheim, CA 92801**Phone:** (714) 502-5858 ♦ **Fax:** (714) 776-3880**Acacia Facility:** 301 S. Acacia, Fullerton, CA 92831**Phone:** (714) 502-5900 ♦ **Fax:** (714) 525-6621**East Ball Facility:** 1617 E. Ball Rd., Anaheim, CA 92805**Phone:** (714) 502-5950 ♦ **Fax:** (714) 635-1297**Sequoia Facility:** 2208 Sequoia, Anaheim, CA 92801**Phone:** (714) 502-5980 ♦ **Fax:** (714) 254-7269**Web Site:** www.nocrop.tec.ca.us**School Type:** Secondary School with Occupational Programs**Accreditation:** California State Department of Education (Courses Only)**Degree:** Diploma & Certificate**Selected Programs or Courses Offered:**

- ♦ Accounting
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Banking & Financial Support
- ♦ Child Care Provider
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking & Telecommunications
- ♦ Construction Trades
- ♦ Culinary Arts
- ♦ Dental Assistant
- ♦ Drafting & Design Technology (Architectural & Electrical)
- ♦ Food Service Administration
- ♦ Graphic & Printing Equipment Operations
- ♦ Health Professions
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance
- ♦ Home Health Aide
- ♦ Hospitality & Recreation Marketing
- ♦ Management Information Systems
- ♦ Medical & Nursing Assistants
- ♦ Nutrition & Wellness
- ♦ Pharmacy Technician
- ♦ Pipefitting
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Restaurant Management
- ♦ Retail Operations
- ♦ Teaching Assistant
- ♦ Tourism & Travel Management
- ♦ Veterinary Assistant
- ♦ Welding Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

NOVA SOUTHEASTERN UNIVERSITY

Address: 2800 Marguerite Parkway, Mission Viejo, CA 92692

Phone: (949) 475-7580

Web Site: www.nova.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Bachelor's Degree, Master's Degree & Doctorate Degree



Programs or Courses Offered:

- ❖ Business Administration
- ❖ Computer & Information Sciences
- ❖ Criminal Justice
- ❖ Education Administration
- ❖ Pharmacy
- ❖ Psychology & Counseling

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

ORANGE COAST COLLEGE

Address: 2701 Fairview Road, Costa Mesa, CA 92626

Phone: (714) 432-0202 ❖ **Fax:** (714) 432-5957

Web Site: www.orangecoastcollege.com

School Type: Community College

Accreditation: Accrediting Bureau of Health Education Schools; Accrediting Commission for Community & Junior Colleges; California State Department of Health Services; Federal Aviation Administration

Degree: Diploma, Certificate & Associate Degree



Programs or Courses Offered:

- ❖ Accounting
- ❖ Advertising
- ❖ Aircraft Maintenance Technology
- ❖ Airline Pilot & Flight Crew
- ❖ Health & Medical Assisting
- ❖ Architectural & Mechanical Drafting & CAD
- ❖ Architectural Engineering Technology
- ❖ Cardiovascular Technology
- ❖ Child Care Services
- ❖ Computer & Information Sciences
- ❖ Construction Engineering Technology
- ❖ Culinary Arts
- ❖ Dental Assisting
- ❖ Diagnostic Medical Sonography
- ❖ Dietitian



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes

**Programs or Courses Offered (continued):**

- ❖ Electrical Engineering Technology
- ❖ Fashion Apparel Design & Merchandising
- ❖ Food Service Management
- ❖ Health & Physical Education
- ❖ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance
- ❖ Hotel Management
- ❖ Industrial Technology
- ❖ Interior Design
- ❖ Liberal Arts
- ❖ Machine Tool Technology
- ❖ Management Information Systems
- ❖ Marketing Management
- ❖ Medical Transcription
- ❖ Medical Assistant
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Performing Arts (Dance, Music, Speech & Theater)
- ❖ Psychology
- ❖ Radiologic Technology
- ❖ Respiratory Care Therapy
- ❖ Restaurant Management
- ❖ Technical Writing
- ❖ Tourism & Travel Services Marketing
- ❖ Visual Arts (Metal & Jewelry & Photography)
- ❖ Welding Technology

**ORANGE COUNTY SCHOOL OF CULINARY ARTS**

Address: 201 W. Orangethorpe, Fullerton, CA 92832

Phone: (714) 502-5970 ❖ **Fax:** (714) 738-8510

Web Site: www.nocrop.tec.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

Programs or Courses Offered:

- ❖ Baking & Pastry Arts
- ❖ Culinary Arts
- ❖ Food Service Management
- ❖ Sculpture



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PACIFIC COLLEGE OF MEDICAL AND COMPUTER CAREERS

Address: 3160 Redhill Ave., Costa Mesa, CA 92626

Phone: (714) 662-4402 ♦ **Fax:** (714) 662-1702

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Computer Installation & Repair Technology
- ♦ Home Health Aide
- ♦ Medical Assistant
- ♦ Medical Laboratory Assistant
- ♦ Nursing Assistant

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PEPPERDINE UNIVERSITY - ORANGE COUNTY

Address: 18111 Von Karman Avenue, Irvine, CA 92612

Phone: (714) 739-2506

Web Site: www.bschooll.pepperdine.edu

School Type: Private 4 or More Year Colleges and Universities,
Including Graduate and Professional Schools

Accreditation: Western Association of Schools and Colleges, American Bar Association

Degree: Diploma, Bachelor Degree, & Master Degree



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Management, General

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PLATT COLLEGE

Address: 3901 MacArthur Blvd., Newport Beach, CA 92660

Phone: (949) 851-4991 ♦ **Fax:** (949) 833-0296

Web Site: www.plattcollege.edu

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Associate Degree



Programs or Courses Offered:

- ♦ Commercial & Advertising Art
- ♦ Computer Programming
- ♦ Computer Software & Media Applications
- ♦ Computer Systems Networking & Telecommunications
- ♦ Graphic Design & Visual Communications
- ♦ Information Technology
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Psychology
- ♦ Writing

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

PRACTICAL SCHOOLS**Address:** 900 E. Ball Road, Anaheim, CA 92805**Phone:** (714) 535-6000 ♦ **Fax:** (714) 535-1538**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)**Degree:** Certificate**VENTILATION****Programs or Courses Offered:**

- ♦ Computer & Information Sciences
- ♦ Drafting & Design Technology/CAD
- ♦ Electronics Maintenance & Repair
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance & Repair

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

PROFESSIONAL CAREER COLLEGE**Address:** 1666 N. Main Street, Suite 415, Santa Ana, CA 92701**Phone:** (714) 835-6695 ♦ **Fax:** (714) 835-6696**Web Site:** www.pcc-oc.com**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education,
Employment Training Panel of California**Degree:** Certificate**Programs or Courses Offered:**

- ♦ General Office Occupations
- ♦ Clerical Services



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

PROSOFT TRAINING**Address:** 2333 N. Broadway, Suite 300, Santa Ana, CA 92760**Phone:** (714) 953-1200 ♦ **Fax:** (714) 245-7245**Web Site:** www.computerprep.com**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education
Degree: Certificate**Programs or Courses Offered:**

- ♦ Computer Systems Analysis
- ♦ Computer Systems Analyst



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

QPE TECHNICAL INSTITUTE

Address: 1558 N. Gemini Place, Anaheim, CA 92801

Phone: (714) 778-5518 ♦ **Fax:** (714) 778-0292

Web Site: www.qpetech.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Machine Shop Technology
- ♦ Machine Tool Technology
- ♦ Plastics Engineering Technology
- ♦ Quality Control Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

RAMONA'S VOCATIONAL SCHOOLS INC.

Address: 410 W. Fourth St., Santa Ana, CA 92701

Phone: (714) 542-2849 ♦ **Fax:** (714) 542-6560

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Work Force Investment Act

Degree: Certificate

Programs or Courses Offered:

- ♦ Baking & Pastry Arts
- ♦ Child Care Provider
- ♦ Culinary Arts
- ♦ Precision Production



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

RELIANCE SOFTWARE TRAINING CENTER

Address: 211 E. Imperial Highway, Fullerton, CA 92835

Phone: (714) 578-7999 ♦ **Fax:** (714) 578-7996

Web Site: www.reliancesoft.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Animation & Video Graphics
- ♦ Computer Installation & Repair Technology
- ♦ Computer Programming
- ♦ Data Processing



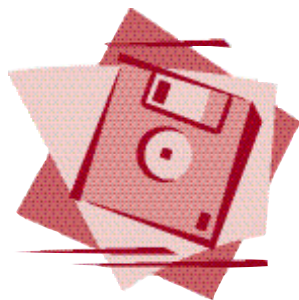
Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SADDLEBACK COLLEGE**Address:** 28000 Marguerite Pkwy., Mission Viejo, CA 92692**Phone:** (949) 582-4555 ♦ **Fax:** (949) 347-0438**Web Site:** www.saddleback.edu**School Type:** Community College**Accreditation:** Accrediting Commission for Community & Junior Colleges;
Western Association of Schools & Colleges**Degree:** Diploma, Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

Programs or Courses Offered:

- ♦ Accounting
- ♦ Aerospace Science
- ♦ Automotive Engineering Technology
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Communication
- ♦ Computer & Information Sciences
- ♦ Construction Engineering Technology
- ♦ Data Processing
- ♦ Design & Applied Arts
- ♦ Education
- ♦ Electrical Engineering Technology
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Medical Assistant
- ♦ Nursing
- ♦ Performing Arts (including Dance, Film, Music, Speech, Theater & Voice)
- ♦ Psychology
- ♦ Tourism & Travel Services Management
- ♦ Visual Arts (including Art History, Drawing, Painting, Photography & Sculpture)



SADDLEBACK VALLEY ADULT SCHOOL

Address: 25598 Diseno Dr., Mission Viejo, CA 92691

Phone: (949) 837-8830 ♦ **Fax:** (949) 837-1921

Web Site: www.goadulted.com

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Diploma & Certificate



Programs or Courses Offered:

- ❖ Accounting
- ❖ Clerical Services
- ❖ Computer Installation & Repair Technology
- ❖ Computer Systems Networking & Telecommunications
- ❖ Culinary Services
- ❖ Data Processing
- ❖ Interior Design
- ❖ Management Information Systems
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Special Education Teaching

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

SANTA ANA COLLEGE

Address: 1530 W. 17th St., Santa Ana, CA 92706

Phone: (714) 564-6000 ♦ **Fax:** (714) 564-6005

Web Site: www.sac.edu

School Type: Community College

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree



Programs or Courses Offered:

- ❖ Accounting
- ❖ Automotive Engineering Technology
- ❖ Banking & Financial Support Services
- ❖ Biological Sciences
- ❖ Business Administration
- ❖ Child Development
- ❖ Computer & Information Sciences
- ❖ Computer Programming
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Design & Visual Communication
- ❖ Diesel Mechanics Technology
- ❖ Drafting & Engineering Technology
- ❖ Education
- ❖ Electrical Engineering
- ❖ Exercise Science
- ❖ Health & Physical Education
- ❖ Legal Assistant

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes





Programs or Courses Offered (continued):

- ❖ Management Information Systems
- ❖ Marketing
- ❖ Mechanic & Repair Technology
- ❖ Medical Assistant
- ❖ Nursing
- ❖ Performing Arts (Dance, Film Production, Music, Speech, Theater & Voice)
- ❖ Pharmacy Technician
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Psychology
- ❖ Restaurant Management
- ❖ Tourism & Travel Services Management
- ❖ Visual Arts (Art, Ceramics, Drawing, Painting, Photography & Sculpture)
- ❖ Welding Technology
- ❖ Writing



SANTA ANA REGIONAL OCCUPATIONAL PROG. (ROP) - RITCHEY CENTER

Address: 1815 S. Ritchey St., Bldg. 1A, Santa Ana, CA 92705

Phone: (714) 566-8400 ❖ **Fax:** (714) 566-8496

Web Site: www.ropcentralcounty.tec.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: Bureau for Private Postsecondary & Vocational Education;
California State Department of Education (Courses Only)

Degree: Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes



Programs or Courses Offered:

- ❖ Accounting Technology
- ❖ Automotive Mechanics Technology
- ❖ Banking & Financial Support Services
- ❖ Child Care Provider
- ❖ Clerical Services
- ❖ Computer Systems Technology
- ❖ Construction Engineering Technology
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Dental Assistant
- ❖ Financial Management
- ❖ Hospitality & Recreation Marketing
- ❖ Management Information Systems
- ❖ Medical Assistant
- ❖ Medical Preparatory Programs
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Retail Operations
- ❖ Taxation



SANTIAGO CANYON COLLEGE

Address: 8045 E. Chapman Ave., Orange, CA 92869

Phone: (714) 564-4000 ♦ **Fax:** (714) 564-4379

Web Site: www.sccollege.org

School Type: Community College

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered:

- ❖ Accounting
- ❖ Biological Sciences
- ❖ Business Administration
- ❖ Child Development
- ❖ Commercial & Advertising Art
- ❖ Communication & Media Studies
- ❖ Computer & Information Sciences
- ❖ Computer Programming
- ❖ Creative Writing
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Education
- ❖ Health & Physical Education
- ❖ Management Science
- ❖ Marketing
- ❖ Medical Assistant
- ❖ Performing Arts (Dance, Film Production, Music, Speech, Theater & Voice)
- ❖ Physical Sciences
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Psychology
- ❖ Tourism & Travel Services Management
- ❖ Visual Arts (Drawing & Painting)
- ❖ Wastewater Treatment Management
- ❖ Welding Technology



SCHOOL OF SECURITY TECHNOLOGY

Address: 302 W. Katella Ave., Orange, CA 92867

Phone: (714) 633-1366 ♦ **Fax:** (714) 633-0199

Web Site: www.locksmith-school.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ❖ Locksmithing & Safe Repair
- ❖ Security & Loss Prevention Services

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

SER/JOBS FOR PROGRESS INC.**Address:** 1243 E. Warner Ave., Santa Ana, CA 92705**Phone:** (714) 556-8741 ♦ **Fax:** (714) 556-0640**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Business Technology
- ♦ Clerical Services
- ♦ Data Entry

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

SKILLRAMP**Address:** 17877 Von Karman Avenue, Suite 150, Irvine, CA 92614**Phone:** (800) 300-6440 ♦ **Fax:** (949) 221-0333**Web Site:** www.skillramp.com**School Type:** Proprietary (Private) Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Computer and Information Sciences & Support Services
- ♦ Computer Systems Networking and Telecommunications
- ♦ Data Processing and Data Processing Technology/Technician

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

SMART DIGITAL TECHNOLOGY INC.**Address:** 680 Langsdorf Dr., Suite 108, Fullerton, CA 92831**Phone:** (714) 526-6800 ♦ **Fax:** (714) 526-6898**Web Site:** www.smartdigital.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SNAP-ON TECHNICAL TRAINING SYSTEMS**Address:** 4070 Palm St., Suite 706, Fullerton, CA 92835**Phone:** (714) 441-1620 ♦ **Fax:** (714) 773-0676**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Automotive Mechanics Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOFT-TRAIN INC.

Address: 1820 E. First St., Suite 200, Santa Ana, CA 92705
Phone: (714) 973-7100 ♦ **Fax:** (714) 973-7133
Web Site: www.soft-train.com



School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Programming
- ❖ Computer Systems Networking & Telecommunications
- ❖ Data Processing
- ❖ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

SOFTWARE EDUCATION OF AMERICA, INC.

Address: 265 S. Randolph Ave., Brea, CA 92821
Phone: (888) 318-9750 ♦ **Fax:** (714) 256-1549
Web Site: www.seaed.com

School Type: Private Business or Technical School
Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;
 Bureau for Private Postsecondary & Vocational Education;
 Microsoft Certified Solutions Provider
Degree: Certificate



Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Engineering Technology
- ❖ Computer Installation & Repair Technology
- ❖ Computer Programming
- ❖ Computer Systems Networking & Telecommunications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOUTH COAST COLLEGE

Address: 2011 W. Chapman Ave., Orange, CA 92806
Phone: (800) 337-8366 ♦ **Fax:** (714) 867-5026
Web Site: www.southcoastcollege.com



School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate & Associate Degree

Programs or Courses Offered:

- ❖ Court Reporting
- ❖ Legal Secretary
- ❖ Medical Assistant
- ❖ Medical Transcription
- ❖ Paralegal

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOUTHERN CALIFORNIA UNIVERSITY FOR PROFESSIONAL STUDIES

Address: 1840 E. 17th St., Suite 240, Santa Ana, CA 92705

Phone: (714) 480-0800 ♦ **Fax:** (714) 480-0834

Web Site: www.scups.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma & Associate, Bachelor's, Master's, & Doctorate Degrees



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Engineering
- ♦ Law
- ♦ Liberal Arts
- ♦ Paralegal
- ♦ Psychology

Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

SOUTHERN STATES UNIVERSITY

Address: 16161 Gothard St. South, Huntington Beach, CA 92647

Phone: (714) 841-1360 ♦ **Fax:** (714) 841-1360

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Financial Services Marketing Operations

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

SUTECH SCHOOLS

Address: 1855 S. Santa Cruz St., Anaheim, CA 92805

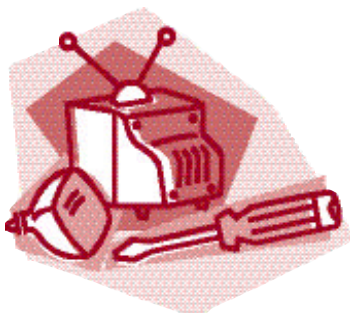
Phone: (714) 939-7860 ♦ **Fax:** (323) 262-0459

School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;

Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Building Maintenance & Management
- ♦ Clerical Services
- ♦ Computer Technology
- ♦ Data Processing
- ♦ Electronics Maintenance & Repair
- ♦ Machine Shop & Machine Tool Technology
- ♦ Medical Assistant
- ♦ Welding Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

TECHNICAL CAREER INSTITUTE

Address: 23331 El Toro Road, Suite 105, Lake Forest, CA 93630

Phone: (949) 472-4691 ♦ **Fax:** (949) 830-4000

Web Site: www.careersinmedicine.com

School Type: Proprietary (Private) Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Medical Assistant
- ♦ Clinical Assistant



Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

T.E.S.T. NDT INC.

Address: 193 Viking Ave., Brea, CA 92821

Phone: (714) 255-1500 ♦ **Fax:** (714) 255-1580

Web Site: www.testndt.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Biomedical Technology
- ♦ Electromechanical Technology
- ♦ Instrumentation Technology
- ♦ Quality Control Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

THE MODELS CENTER

Address: 9281 Irvine Center Drive, Irvine, CA 92618-1648

Phone: (949) 916-9000 ♦ **Fax:** (949) 916-9090

Web Site: www.themodelscenter.com

School Type: Proprietary (Private) Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Drama and Dramatics
- ♦ Theatre Arts, General



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

T.I.D. COMPUTER TRAINING CENTER**Address:** 300 S. Sycamore St., Santa Ana, CA 92705**Phone:** (714) 550-0015 ♦ **Fax:** (714) 550-9965**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Clerical Services
- ♦ Computer Installation & Repair
- ♦ Electronics Maintenance & Repair
- ♦ Sales & Marketing Operations
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

TOURO UNIVERSITY INTERNATIONAL**Address:** 10542 Calle Lee, Suite 102, Los Alamitos, CA 90720**Phone:** (714) 816-0366 ♦ **Fax:** (714) 816-0367**Address:** 5665 Plaza Dr., Third Floor, Cypress, CA 90630**Phone:** (714) 226-9840 ♦ **Fax:** (714) 226-9844**Web Site:** www.tourou.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Southern Association of Colleges & Schools**Degree:** Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree**Programs or Courses Offered:**

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ Computer Networking & Telecommunications
- ♦ Computer Programming
- ♦ Computer Systems Security
- ♦ Educational Administration
- ♦ Health Care Administration
- ♦ Management Information Systems
- ♦ Web Page & Multimedia Design



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

TUSTIN ADULT EDUCATION**Address:** 13780 Orange St., Tustin, CA 92780**Phone:** (714) 730-7395 ♦ **Fax:** (714) 730-4895**Web Site:** www.tustin.k12.ca.us**School Type:** Secondary School with Occupational Programs**Accreditation:** California State Department of Education (Courses Only)**Programs or Courses Offered:**

- ♦ Data Processing
- ♦ Management Information Systems

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

UNION CONTRACTORS LICENSE SCHOOL

Address: 8942 Garden Grove Blvd., Garden Grove, CA 92844

Phone: (714) 537-5830 ❖ **Fax:** (714) 537-5604

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ❖ Construction Engineering Technology
- ❖ Construction Management & Inspection
- ❖ Construction Trades

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

UNITED EDUCATION INSTITUTE

Address: 2201 Dupont Dr., Suite 800, Irvine, CA 92612

Phone: (909) 554-1999 ❖ **Fax:** (909) 554-1991

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education



Pharmacy

Programs or Courses Offered:

- ❖ Administrative Assistant
- ❖ Computer Systems Networking & Telecommunications
- ❖ Medical Assistant
- ❖ Pharmacy Technician

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

UNITED TRUCK & CAR DRIVING SCHOOL INC.

Address: 1665 E. 4th St., Suite 216, Santa Ana, CA 92701

Phone: (800) 764-2020 ❖ **Fax:** (619) 296-7424

Web Site: www.drivetrucks.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma

Programs or Courses Offered:

- ❖ Truck & Bus Driving



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

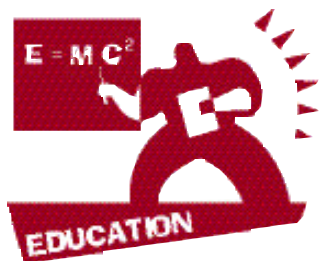
UNIVERSAL CAREER INSTITUTE**Address:** 1415 E. 17th St., Suite 260, Santa Ana, CA 92705**Phone:** (714) 550-1052 ♦ **Fax:** (714) 550-1774**Web Site:** www.uci-education.net**Computer Repair****School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Administrative Assistant
- ♦ Business Automation
- ♦ Computer Installation & Repair
- ♦ Data Processing
- ♦ Photographic & Video Technician
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Tourism & Travel Services Management

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

UNIVERSITY OF CALIFORNIA, IRVINE**Address:** 204 Administration, Irvine, CA 92697**Phone:** (949) 824-6703 ♦ **Fax:** (949) 824-2711**Web Site:** www.uci.edu**School Type:** Public 4 or More Year College or University**Accreditation:** Western Association of Schools & Colleges**Degree:** Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

**Selected Programs or Courses Offered:**

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Computer & Information Sciences
- ♦ Creative Writing
- ♦ Earth Sciences
- ♦ Education
- ♦ Engineering (Aerospace, Biomedical, Chemical, Civil, Computer, Development, Electrical, Environmental, Material, Mechanical & Transportation)
- ♦ Humanities
- ♦ International Relations
- ♦ Linguistics
- ♦ Medicine
- ♦ Pharmacology
- ♦ Physical Sciences
- ♦ Psychology
- ♦ Social Sciences
- ♦ Performing Arts (including Acting, Dance, Film, Music & Theater)
- ♦ Visual Arts



UNIVERSITY OF CALIFORNIA, IRVINE EXTENSION

Address: P.O. Box 6050, Irvine, CA 92616-6050

Phone: (949) 834-5194 ♦ **Fax:** (949) 834-2090

Web Site: www.unex.uci.edu

School Type: Public 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

CRND	5 360	18-01	78	+ 1.55%
SEP 20	4 315	18-01	78	+ 1.59%
SEP 25	4 072	18-01	78	+ 1.55%
THU 18	2 561	18-01	78	+ 1.17%
POKE 171	4 450	18-01	78	- 0.53%

**Investments
& Securities**

Programs or Courses Offered:

- ❖ Design & Visual Communications
- ❖ Education Administration
- ❖ Engineering
- ❖ Health Professions
- ❖ Information Science
- ❖ Investments & Securities
- ❖ Merchandising, Sales & Marketing
- ❖ Operations Management
- ❖ Paralegal
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Writing



Creative Writing

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

UNIVERSITY OF PHOENIX

Address: 26632 Towne Center Dr., Foothill Ranch, CA 92610

Address: 10540 Talbert Ave., East Tower, Fountain Valley, CA 92708

Phone: (800) 888-1968 ♦ **Fax:** (714) 378-5275

Web Site: www.phoenix.edu

School Type: Private 4 or More Year College or University

Accreditation: Commission on Institutions of Higher Education;
Microsoft Certified System Engineer;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Bachelor's, Master's & Doctorate Degrees

Programs or Courses Offered:

- ❖ Accounting
- ❖ Business Administration
- ❖ Computer Systems Networking & Telecommunications
- ❖ Information Science
- ❖ Management Information Systems
- ❖ Nursing



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

UNIVERSITY OF REDLANDS

Address: 200 E. Sandpointe Ave., Suite 300, Santa Ana, CA 92708

Phone: (714) 549-2006 ♦ **Fax:** (714) 549-2078

Web Site: www.redlands.edu

School Type: Public 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Bachelor's Degree & Master's Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communication Disorders
- ♦ Community Organization, Resources & Services
- ♦ Computer Science
- ♦ Economics
- ♦ Education
- ♦ Environmental Studies
- ♦ International Relations
- ♦ Liberal Arts
- ♦ Pre-Law
- ♦ Pre-Medicine
- ♦ Psychology



International Relations

US TECHNICAL INSTITUTE

Address: 223 E. Imperial Highway, Fullerton, CA 92835

Phone: (714) 526-0514 ♦ **Fax:** (714) 526-0534

Web Site: www.ustechnicalinstitute.com

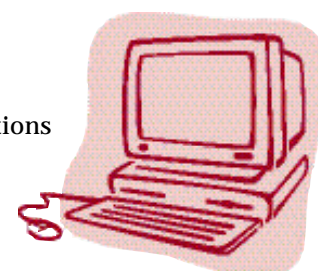
School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider; WIA Eligible Training
Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting
- ♦ Administrative Assistant
- ♦ Clerical Services
- ♦ Computer Engineering Technology
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking & Telecommunications
- ♦ Web & Multimedia Management



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

VANGUARD UNIVERSITY

Address: 27128-B Paseo Espada, Suite 603, Costa Mesa, CA 92675

Address: 55 Fair Dr., Costa Mesa, CA 92626

Phone: (714) 668-6130 ♦ **Fax:** (714) 668-6194

Web Site: www.vanguard.edu

School Type: Private 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate, Bachelor's & Master's Degrees

Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Communication
- ♦ Education
- ♦ Liberal Arts
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Performing Arts
- ♦ Psychology & Counseling



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

WEBSTER UNIVERSITY

Address: 2151 Michelson Dr., Suite 160, Irvine, CA 92612

Phone: (949) 250-7855 ♦ **Fax:** (949) 250-7854

Web Site: www.webster.edu/ca

School Type: Private 4 or More Year College or University

Accreditation: Accrediting Commission for Community & Junior Colleges;

Bureau for Private Postsecondary & Vocational Education;

North Central Association of Schools & Colleges

Degree: Diploma, Associate Degree, Bachelor's Degree & Master's Degree

Programs or Courses Offered:

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ International Business



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WEST ORANGE COLLEGE

Address: 12865 Main St., Suite 105, Garden Grove, CA 92840

Phone: (714) 530-5000 ♦ **Fax:** (714) 530-5003

Web Site: www.westorangecollege.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting Technology
- ♦ Clerical Services



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

WILLIAM HOWARD TAFT UNIVERSITY**Address:** 201 E. Sandpointe Ave., Office 400, Santa Ana, CA 92707**Phone:** (714) 850-4800 ♦ **Fax:** (714) 708-2082**Web Site:** www.taftu.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Master's Degree & Doctorate Degree**Programs or Courses Offered:**

- ♦ Accounting
- ♦ Business Administration
- ♦ Health Care Administration
- ♦ Legal Research
- ♦ Sales & Marketing Operations
- ♦ Taxation



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WILSHIRE CONTINUING EDUCATION CENTER**Address:** 315 E. Wilshire, Fullerton, CA 92832**Phone:** (714) 526-8258 ♦ **Fax:** (714) 447-1526**Web Site:** www.sce.cc.ca.us**School Type:** Community College**Accreditation:** California State Department of Education (Courses Only)**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Business Administration
- ♦ Education
- ♦ Writing



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WOLDEN MULTIMEDIA INSTITUTE**Mailing Address:** 411 W. Broadway, Anaheim, CA 92805**Physical Address:** 888 Disneyland Dr., Suite 500, Anaheim, CA 92802**Phone:** (714) 563-0863 ♦ **Fax:** (714) 563-2456**Web Site:** www.wolden.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Commercial & Advertising Art
- ♦ Computer & Information Sciences
- ♦ Computer Systems Networking & Telecommunications
- ♦ Design & Visual Communications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

YORBA LINDA CONTINUING EDUCATION CENTER

Address: 4175 Fairmont Blvd., Yorba Linda, CA 92886

Phone: (714) 779-8279 ♦ **Fax:** (714) 693-7006

Web Site: www.sce.cc.ca.us

School Type: Community College

Accreditation: California State Department of Education (Courses Only)

Degree: Diploma & Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered:

- ♦ Accounting
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Clerical Services
- ♦ Computer Science
- ♦ Computer Systems Networking & Telecommunications
- ♦ Cooking
- ♦ Financial Planning
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Medical Records Technology
- ♦ Performing Arts (Acting, Dance & Music)
- ♦ Visual Arts (Ceramics, Drawing, Fine Arts, Folk Art, Jewelry, Painting, Photography & Sculpture)
- ♦ Writing



Appendices

Occupational Outlook 2003

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Sample CCOIS Questionnaire	

Occupations with the Fastest Job Growth*

Orange County 2001 - 2008

Occupations	2001	2008	New Jobs	Percent Growth
Computer Support Specialists	5,300	8,440	3,140	59.2%
Network & Computer Systems Administrators	3,620	5,460	1,840	50.8%
Computer Software Engineers, Systems Software	3,000	4,510	1,510	50.3%
Computer Software Engineers, Applications	6,700	9,950	3,250	48.5%
Network Systems & Data Communication Analysts	1,380	2,000	620	44.9%
Pest Control Workers	680	940	260	38.2%
Database Administrators	1,570	2,160	590	37.6%
Computer Systems Analysts	4,640	6,270	1,630	35.1%
Computer & Information Systems Managers	4,080	5,460	1,380	33.8%
Surgical Technologists	610	810	200	32.8%
Respiratory Therapists	760	1,000	240	31.6%
Speech-Language Pathologists	610	800	190	31.1%
Social & Human Service Assistants	1,220	1,590	370	30.3%
Manicurists & Pedicurists	1,090	1,420	330	30.3%
Special Ed. Teachers, Preschool, Kindergarten, Elementary	870	1,130	260	29.9%
Environmental Engineers	910	1,180	270	29.7%
Physician Assistants	710	920	210	29.6%
Public Relations Specialists	1,540	1,990	450	29.2%
Pharmacy Technicians	1,440	1,860	420	29.2%
Security & Fire Alarm Systems Installers	1,090	1,400	310	28.4%
Medical Assistants	4,690	6,010	1,320	28.1%
Personal Financial Advisors	500	640	140	28.0%
Graphic Designers	2,720	3,480	760	27.9%
Sales Managers	5,370	6,860	1,490	27.7%
Medical Equipment Repairers	1,050	1,340	290	27.6%
Medical Records & Health Information Technicians	870	1,110	240	27.6%
Mental Health & Substance Abuse Social Workers	400	510	110	27.5%
Public Relations Managers	620	790	170	27.4%
Dental Assistants	3,460	4,380	920	26.6%
Advertising & Promotions Managers	1,580	2,000	420	26.6%
Hotel, Motel, & Resort Desk Clerks	2,100	2,650	550	26.2%
Personal & Home Care Aides	1,770	2,230	460	26.0%
Gaming Change Persons & Booth Cashiers	770	970	200	26.0%
Dental Hygienists	1,670	2,100	430	25.7%
Security Guards	13,550	16,980	3,430	25.3%
Fitness Trainers & Aerobics Instructors	3,080	3,860	780	25.3%
Customer Service Representatives	23,190	29,020	5,380	25.1%
Multi-Media Artists & Animators	440	550	110	25.0%
Demonstrators & Product Promoters	2,280	2,840	560	24.6%
Medical & Health Service Managers	1,570	1,950	380	24.2%
Nuclear Technicians	620	770	150	24.2%
Marketing Managers	3,660	4,540	880	24.0%
Interior Designers	920	1,140	220	23.9%
Interviewers, Except Eligibility & Loan	1,300	1,610	310	23.8%
Occupational Therapists	800	990	190	23.8%
Reservation & Transportation Ticket Agents & Travel Clerks	1,150	1,420	270	23.5%
Heating, Air Conditioning, & Refrigeration Mechanics	1,540	1,900	360	23.4%
Chemical Technicians	640	790	150	23.4%
Gaming Dealers	3,440	4,230	790	23.0%
Child Care Workers	2,440	3,000	560	23.0%
Total of These Occupations	130,010	169,950	39,940	30.7%

*Excludes "All Other" occupational groups and occupations with employment of less than 400 in 2001.

Source: Employment Development Department, *Projections and Planning Information*, Module D, Table 4



Occupations with the Greatest Job Growth*

Orange County 2001 - 2008

Occupations	2001	2008	New Jobs	Percent Growth
RetailSalespersons	44,760	51,250	6,490	14.5%
Customer Service Representatives	23,190	29,020	5,830	25.1%
Janitors & Cleaners, Except Maids/Housekeep Cleaners	23,130	28,340	5,210	22.5%
Office Clerks, General	33,940	38,740	4,800	14.1%
Cashiers	33,270	37,850	4,580	13.8%
Waiters & Waitresses	25,810	29,630	3,820	14.8%
Combined Food Prep/Serving Workers Including Fast Food	16,460	20,220	3,760	22.8%
General & Operations Managers	25,810	29,540	3,370	14.5%
Security Guards	13,550	16,980	3,430	25.3%
Computer Software Engineers, Applications	6,700	9,950	3,250	48.5%
Landscaping & Groundskeeping Workers	16,490	19,670	3,180	19.3%
Laborers & Freight, Stock, & Material Movers, Hand	20,080	23,260	3,180	15.8%
Computer Support Specialists	5,300	8,440	3,140	59.2%
Registered Nurses	14,160	17,140	2,980	21.0%
Sales Reps. Wholesale/Manufacturing Except Tech/Scientific	23,150	25,860	2,710	11.7%
Receptionists & Information Clerks	15,170	17,630	2,460	16.2%
Teacher Assistants	12,130	14,520	2,390	19.7%
Cooks, Restaurant	13,900	16,280	2,380	17.1%
Stock Clerks & Order Fillers	17,490	19,510	2,020	11.5%
Truck Drivers, Light or Delivery Services	10,710	12,680	1,970	18.4%
Elementary School Teachers, Except Special Ed.	14,610	16,570	1,960	13.4%
Executive Secretaries & Administrative Assistants	17,200	19,060	1,860	10.8%
TeamAssemblers	18,610	20,460	1,850	9.9%
Network & Computer Systems Administrators	3,620	5,460	1,840	50.8%
Packers & Packagers, Hand	12,300	14,120	1,820	14.8%
First-Line Supervisors/Managers of Office/Admin. Support	16,600	18,340	1,740	10.5%
First-Line Supervisors/Managers of Retail Sales Workers	12,300	14,030	1,730	14.1%
Accountants & Auditors	10,370	12,090	1,720	16.6%
Shipping, Receiving, & Traffic Clerks	13,950	15,670	1,720	12.3%
Maids & Housekeeping Cleaners	8,820	10,530	1,710	19.4%
Computer Systems Analysts	4,640	6,270	1,630	35.1%
Construction Laborers	9,500	11,120	1,620	17.1%
Truck Drivers, Heavy & Tractor-Trailer	8,060	9,680	1,620	20.1%
Nursing Aides, Orderlies & Attendants	7,630	9,210	1,580	20.7%
Computer Software Engineers, Systems Software	3,000	4,510	1,510	50.3%
SalesManagers	5,370	6,860	1,490	27.7%
Carpenters	9,850	11,280	1,430	14.5%
Financial Managers	8,010	9,420	1,410	17.6%
Computer & Information Systems Managers	4,080	5,460	1,380	33.8%
Electricians	6,390	7,760	1,370	21.4%
Medical Assistants	4,690	6,010	1,320	28.1%
Bookkeeping, Accounting, & Auditing Clerks	17,840	19,130	1,290	7.2%
Food Preparation Workers	9,070	10,320	1,250	13.8%
Secondary School Teachers, Except Special & Vocational Ed.	6,920	8,120	1,200	17.3%
Counter & Rental Clerks	5,610	6,700	1,090	19.4%
Maintenance & Repair Workers	10,470	11,500	1,030	9.8%
ChiefExecutives	6,380	7,340	960	15.0%
Automotive Service Technicians & Mechanics	5,910	6,840	930	15.7%
Dental Assistants	3,460	4,380	920	26.6%
Marketing Managers	3,660	4,540	880	24.0%
Total of These Occupations	664,120	779,290	115,170	17.3%

*Excludes "All Other" occupational groups.

Source: Employment Development Department, *Projections and Planning Information*, Module D, Table 5

Occupations With the Most Job Openings*, 2001-2008

Occupation	Number of Job Openings	Education/Experience Required
Retail Salespersons	19,600	Short-Term, On-the-Job Training
Cashiers	16,420	Short-Term, On-the-Job Training
Waiters & Waitresses	14,870	Short-Term, On-the-Job Training
Combined Food Prep. & Serving Workers	11,920	Short-Term, On-the-Job Training
Office Clerks, General	9,700	Short-Term, On-the-Job Training
Janitors & Cleaners, Except Maids & Housekeepers	8,460	Short-Term, On-the-Job Training
Laborers and Freight, Stock, and Material Movers	8,390	Short-Term, On-the-Job Training
Sales Reps. Wholesale & Manufacturing, Except Technical/Scientific	7,350	Moderate-Term, On-the-Job Training
Customer Service Representatives	7,340	Moderate-Term, On-the-Job Training
General & Operations Managers	6,920	Bachelor Degree Plus Experience
Stock Clerks & Order Fillers	6,900	Short-Term, On-the-Job Training
Security Guards	6,380	Short-Term, On-the-Job Training
Landscaping & Groundskeeping Workers	6,370	Short-Term, On-the-Job Training
Cooks, Restaurant	5,500	Long-Term, On-the-Job Training
Registered Nurses	5,150	Associate Degree
Receptionists & Information Clerks	5,010	Short-Term, On-the-Job Training
Elementary School Teachers, Except Special Education	4,400	Bachelor Degree
Teacher Assistants	4,310	Short-Term, On-the-Job Training
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	4,230	Short-Term, On-the-Job Training
Team Assemblers	4,210	Moderate-Term, On-the-Job Training
Packers & Packagers, Hand	4,170	Short-Term, On-the-Job Training
First-Line Supervisors/Managers of Office and Administrative Workers	4,060	Work Experience
Executive Secretaries & Administrative Assistants	3,980	Moderate-Term, On-the-Job Training
Food Preparation Workers	3,980	Short-Term, On-the-Job Training
Shipping, Receiving, & Traffic Clerks	3,800	Short-Term, On-the-Job Training
Bookkeeping, Accounting, & Auditing Clerks	3,730	Moderate-Term, On-the-Job Training
Computer Software Engineers, Applications	3,620	Bachelor Degree
Computer Support Specialists	3,330	Associate Degree
Maids & Housekeeping Cleaners	3,180	Short-Term, On-the-Job Training
Counter & Rental Clerks	3,110	Short-Term, On-the-Job Training
Truck Drivers, Light or Delivery	3,080	Short-Term, On-the-Job Training
Secretaries, Except Legal & Medical	3,040	Moderate-Term, On-the-Job Training
First-Line Supervisors/Managers of Retail Sales Workers	3,040	Work Experience
Accountants & Auditors	2,870	Bachelor Degree
Secondary School Teachers, Except Special Ed.	2,790	Bachelor Degree
Carpenters	2,670	Long-Term, On-the-Job Training
Cleaners of Vehicles & Equipment	2,560	Short-Term, On-the-Job Training
Truck Drivers, Heavy & Tractor-Trailer	2,460	Moderate-Term, On-the-Job Training
Chief Executives	2,450	Bachelor Degree Plus Experience
Financial Managers	2,330	Bachelor Degree Plus Experience
Nursing Aides, Orderlies, & Attendants	2,320	Short-Term, On-the-Job Training
Medical Assistants	2,310	Moderate-Term, On-the-Job Training
Electricians	2,280	Long-Term, On-the-Job Training
Construction Laborers	2,270	Moderate-Term, On-the-Job Training
Dishwashers	2,270	Short-Term, On-the-Job Training
Ushers, Lobby Attendants, and Ticket Takers	2,270	Short-Term, On-the-Job Training
First-Line Supervisors/Managers of Production & Operating Workers	2,270	Work Experience
Tellers	2,220	Short-Term, On-the-Job Training
Sales Managers	2,090	Bachelor Degree Plus Experience
Maintenance & Repair Workers, General	2,010	Long-Term, On-the-Job Training

Source: Employment Development Department at *Projections and Planning Information*, Module D, Table 7

*Excludes "all other" occupational groups



Occupations With Projected Job Loss*, 2001-2008

Occupation	Annual Average Employment		Number of Jobs Lost	Openings Due to Separations	Education/Experience Required
	2001	2008			
Order Clerks	8,620	8,030	-590	1,220	Short Term, On-the-Job Training
Insurance Claims & Policy Processing Clerks Training	2,810	2,500	-310	310	Moderate Term, On-the-Job
Telephone Operators	1,000	740	-260	180	Short Term, On-the-Job Training
Loan Interviewers & Clerks	3,520	3,270	-250	160	Short Term, On-the-Job Training
Switchboard Operators, Including Answering Service	2,780	2,550	-230	550	Short Term, On-the-Job Training
Computer Operators	2,300	2,100	-200	270	Moderate Term, On-the-Job Training
Word Processor & Typists	1,990	1,800	-190	270	Moderate Term, On-the-Job Training
Eligibility Interviewers, Government	1,850	1,720	-130	360	Moderate Term, On-the-Job Training
Butchers & Meat Cutters	1,540	1,460	-80	260	Long Term, On-the-Job Training
Upholsterers	720	650	-70	160	Long Term, On-the-Job Training
Telecommunications Equipment Installers/Repairers	3,620	3,570	-50	460	Postsecondary Vocational Education
Office Machine Operators, Except Computers	910	860	-50	220	Short Term, On-the-Job Training
Electronic Home Entertainment Installer	280	240	-40	30	Postsecondary Vocational Education
Meter Readers, Utilities	210	180	-30	30	Short Term, On-the-Job Training
Machine Feeders & Offbearers	2,360	2,340	-20	210	Short Term, On-the-Job Training
Lathe & Turning Machine Tool Setters, Operators, Tenders, Metal and Plastic	980	960	-20	270	Moderate Term, On-the-Job Training
Prepress Technicians & Workers	1,230	1,210	-20	270	Long Term, On-the-Job Training
Couriers & Messengers	2,320	2,310	-10	450	Short Term, On-the-Job Training
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	2,500	2,490	-10	340	Moderate Term, On-the-Job Training
Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	890	880	-10	200	Moderate Term, On-the-Job Training
Procurement Clerks	680	670	-10	110	Short Term, On-the-Job Training
Photographic Process Workers	140	130	-10	20	Moderate Term, On-the-Job Training

*Excludes "All Other" occupational groups and occupations with employment of less than 400 in 2001.

Source: Employment Development Department, *Projections and Planning Information*, Module D, Table 8

Occupations With High Educational Requirements, Orange County Top 10 Clusters

Cluster	Occupation	Mean Educational Requirement	OC Job Growth 1999-2006	OC Mean Hourly Wage (2002)
Biomedical				
	Biological Scientists	Bachelor/Professional Degree	130	\$32.79
	Chemical Technicians	Bachelor/Professional Degree	90	\$15.71
	Chemists	Bachelor/Professional Degree	150	\$23.70
Computer Hardware				
	Electric Engineers	Bachelor/Associate Degree	1380	\$32.50
	Sales Engineers	Associate/Bachelor Degree	200	\$34.56
	Electrical Technologists	Associate Degree	890	\$21.12
Communications				
	Field Engineers	Associate/Bachelor Degree	1850	\$51.00
	Communications	Associate/Bachelor Degree	1380	\$32.50
	Systems Engineers			
	Digital and Hardware Engineers	Associate/Bachelor Degree	2430	\$32.50
Construction				
	Construction Managers	Associate Degree	540	\$37.44
	Electricians	High School/Associate Degree	750	\$23.46
	Plumbers, Pipefitters, and Steam Fitters	High School/Associate Degree	400	\$19.29
Defense-Aerospace				
	Mechanical Engineers	Bachelor/Associate Degree	540	\$33.37
	Electrical and Electronic Engineers	Bachelor/Associate Degree	1380	\$32.50
	Engineering Technicians	Associate/Bachelor Degree	500	\$21.12
Energy & Environment				
	Instrumentation/Calibration Technicians	Associate/Bachelor Degree	140	\$13.21
	Environmental Analysts & Health Specialists	Associate/Bachelor Degree	160	\$29.21
Health Services				
	Radiology Technologists	Associate/Bachelor Degree	200	\$24.43
	Registered Nurses	Associate Degree	1960	\$26.45
	Occupational Therapist	Associate Degree	70	\$35.16
Computer Software				
	Software Engineers	Bachelor/Associate Degree	2430	\$37.95
	Project Managers	Bachelor/Associate Degree	1850	\$51.00
	Technical Writers	Associate/Bachelor Degree	150	\$29.19
Tourism				
	Food Service and Lodging Managers	High School or Equivalent	320	\$20.93
	Guards/Watch Guards	High School/No Formal Education	3630	\$10.00
	Bartenders	High School/No Formal Education	170	\$8.49
Business & Professional Services				
	Systems Analysts	Bachelor/Associate Degree	5090	\$32.66
	Accountants & Auditors	Bachelor/Associate Degree	1570	\$27.87
	Financial Managers	Associate/ Bachelor Degree	1240	\$44.04

Source: Godbe Research and Analysis, Survey of Employers, Conducted for the Orange County Workforce Investment Board, 2002, the California Employment Development Department, and the Orange County Workforce 2003.



Occupations With Low Educational Requirements, Orange County top 10 Clusters

Cluster	Occupation	Mean Educational Requirement	OC Job Growth 1999-2006	OC Mean Hourly Wage (2002)
Biomedical				
	Assemblers/Fabricators	High School or Equivalent	160	\$10.00
	Optical Goods Workers	Associate Degree/High School	130	\$16.53
	Product Inspectors, Testers, Graders	Associate Degree	350	\$13.21
Computer Hardware				
	Electrical Assemblers	High School or Equivalent	310	\$10.58
	ASIC Engineers	Associate Degree/High School	N/A	N/A
	Facility or Quality	Associate Degree/High School	N/A	N/A
Communications				
	Electrical and Electronic Assemblers	High School	310	\$10.58
	Product Inspectors, Testers, and Graders	High School	350	\$13.21
	Service Representatives	Associate Degree/High School	420	\$15.03
Construction				
	Painters and Paperhangers	High School/No Formal Education	750	\$14.22
	Cement Masons	High School/No Formal Education	1060	\$19.85
	Roofers	High School/No Formal Education	130	\$15.34
Defense/Aerospace				
	General Maintenance Repairers	No Formal Education	1720	\$16.23
	Assemblers and Fabricators	High School/No Formal Education	160	\$10.00
	General Machinists	High School or Equivalent	980	\$16.90
Energy & Environment				
	Refuse Collectors	No Formal Education/High School	10	\$14.66
	Electric and Electronic Engineers	Associate Degree	1380	\$35.31
Health Services				
	Non-Certified Home Health Aides	High School/Associate Degree	560	\$8.99
	Medical Assistants	Associate Degree/High School	1350	\$12.45
	Certified Nursing Aides	Associate Degree	890	\$10.25
Computer Software				
	Data Entry Keyers	High School/Associate Degree	550	\$12.52
	Sales Representatives	Associate Degree	1350	\$32.81
	Customer Support Specialists	Associate Degree	4090	\$21.89
Tourism				
	Maid and Housekeeping Cleaners	No Formal Education	108	\$7.95
	Food Preparation Workers	No Formal Education/High School	1200	\$8.86
	Amusement/Recreation Attendants	No Formal Education/High School	850	\$7.21
Business & Professional Services				
	Telemarketers and Solicitors	High School or Equivalent	2210	\$12.55
	Accounting Clerks	Associate Degree/High School	1120	\$16.23
	Sales Agents	Associate Degree/High School	4090	\$24.61

Source: Godbe Research and Analysis, Survey of Employers, Conducted for the Orange County Workforce Investment Board, 2002, the California Employment Development Department, and the Orange County Workforce 2003.

"N/A" denotes occupations from the Godbe survey for which comparable classifications are not available in the California Employment Department data.

Sample CCOIS Employer Questionnaire



ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **your county**.

1. What job title(s) does your firm use for these duties ?	Job Title(s): _____		005
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:		010
b. In this occupation , how many are:	Number of Males:	060	Number of Females: 061
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	590	Average Weekly Hours Worked: 591
Regular, Part Time:	Number of Employees:	650	Average Weekly Hours Worked: 651
Temporary/On Call:	Number of Employees:	630	Average Weekly Hours Worked: 631
Seasonal:	Number of Employees:	610	Average Weekly Hours Worked: 611
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day 684 <input type="checkbox"/> Swing 685 <input type="checkbox"/> Graveyard 686 <input type="checkbox"/> Other 687 <input type="checkbox"/> Please specify _____ 688		
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes 021.1 <input type="checkbox"/> No 021.2		
If yes, how many were hired to fill:	vacancies resulting from promotions within your firm?		031
	vacancies resulting from people in permanent positions leaving your firm?		032
	new permanent positions resulting from growth?		030
	temporary, on call, or seasonal positions?		033
5. a. During the last 12 months, did your firm's employment in this occupation ? (Check one)	<input type="checkbox"/> Decline 480.3 <input type="checkbox"/> Remain Stable 480.2 <input type="checkbox"/> Grow 480.1		
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline 740.3 <input type="checkbox"/> Remain Stable 740.2 <input type="checkbox"/> Grow 740.1		
6. When you hire applicants for this occupation , is prior experience in this occupation required?	<input type="checkbox"/> Yes 390.1 <input type="checkbox"/> No 390.4 <input type="checkbox"/> Not required, but preferred 390.5		
If yes or preferred , how much experience in this occupation is required/preferred?	_____ (months) 410		
Is experience in other occupations accepted?	<input type="checkbox"/> Yes 411 <input type="checkbox"/> No 412 Please specify below. Occupation: _____ 414 _____ (months) 416		
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)	Not Difficult 1 721.1 2 721.2 3 721.3 4 721.4 Difficult		
8. If prior experience is not required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)	Not Difficult 1 731.1 2 731.2 3 731.3 4 731.4 Difficult		



9. Does your firm accept training as a substitute for experience **in this occupation**? If yes, how many months of training can generally be substituted? ☐ Yes **391.1** ☐ No **391.4** _____ (months) **391.5**

10. Is technical or vocational training required prior to employment **in this occupation**? If yes or preferred, what kind of training is required? ☐ Yes **392.1** ☐ No **392.4** ☐ Not required, but preferred **392.5** _____ **153** _____ (months) **156**

11. What is the minimum level of education your firm **requires** when hiring an applicant **in this occupation**? (Check one).
☐ Less than high school diploma **140** ☐ High school diploma or equivalent **141** ☐ Associate Degree (2 year) **142**
☐ Bachelor Degree (4 year) **144** ☐ Graduate Study **158**

12. What is the usual income earned by your firm's employees **in this occupation** at average the following levels of skills and experience? For other compensation, please indicate the overall earnings and types(s) of compensation.

	Base Wage or Salary	Other Compensation	Type of Compensation
- New hires, no experience (trained or untrained):	\$ _____ 550	\$ _____ 553	<input type="checkbox"/> Commission 560
- New hires who are experienced:	\$ _____ 551	\$ _____ 554	<input type="checkbox"/> Tips 561
- Experienced employees after 3 years with your firm:	\$ _____ 552	\$ _____ 555	<input type="checkbox"/> Bonus 562
(Please check one)	<input type="checkbox"/> Hour 556H <input type="checkbox"/> Week 556W	<input type="checkbox"/> Hour 557H <input type="checkbox"/> Week 557W	<input type="checkbox"/> Piece Rate 563
	<input type="checkbox"/> Month 556M <input type="checkbox"/> Year 556A	<input type="checkbox"/> Month 557M <input type="checkbox"/> Year 557A	<input type="checkbox"/> Other 564
			Specify _____ 565

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number? ☐ Yes **300.1** ☐ No **300.2** _____ **301**

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees **in this occupation** and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/> 573	<input type="checkbox"/> 583	<input type="checkbox"/> 903	<input type="checkbox"/> 913	<input type="checkbox"/> 923	<input type="checkbox"/> 933	<input type="checkbox"/> 943	<input type="checkbox"/> 953
Dental Insurance	<input type="checkbox"/> 574	<input type="checkbox"/> 584	<input type="checkbox"/> 904	<input type="checkbox"/> 914	<input type="checkbox"/> 924	<input type="checkbox"/> 934	<input type="checkbox"/> 944	<input type="checkbox"/> 954
Vision Insurance	<input type="checkbox"/> 575	<input type="checkbox"/> 585	<input type="checkbox"/> 905	<input type="checkbox"/> 915	<input type="checkbox"/> 925	<input type="checkbox"/> 935	<input type="checkbox"/> 945	<input type="checkbox"/> 955
Life Insurance	<input type="checkbox"/> 576	<input type="checkbox"/> 586	<input type="checkbox"/> 906	<input type="checkbox"/> 916	<input type="checkbox"/> 926	<input type="checkbox"/> 936	<input type="checkbox"/> 946	<input type="checkbox"/> 956
Sick Leave	<input type="checkbox"/> 571	<input type="checkbox"/> 581	<input type="checkbox"/> 901	<input type="checkbox"/> 911	<input type="checkbox"/> 921	<input type="checkbox"/> 931	<input type="checkbox"/> 941	<input type="checkbox"/> 951
Vacation	<input type="checkbox"/> 570	<input type="checkbox"/> 580	<input type="checkbox"/> 900	<input type="checkbox"/> 910	<input type="checkbox"/> 920	<input type="checkbox"/> 930	<input type="checkbox"/> 940	<input type="checkbox"/> 950
Retirement Plan	<input type="checkbox"/> 572	<input type="checkbox"/> 582	<input type="checkbox"/> 902	<input type="checkbox"/> 912	<input type="checkbox"/> 922	<input type="checkbox"/> 932	<input type="checkbox"/> 942	<input type="checkbox"/> 952
Child Care	<input type="checkbox"/> 577	<input type="checkbox"/> 587	<input type="checkbox"/> 907	<input type="checkbox"/> 917	<input type="checkbox"/> 927	<input type="checkbox"/> 937	<input type="checkbox"/> 947	<input type="checkbox"/> 957
Other (Please Specify): _____	<input type="checkbox"/> 578	<input type="checkbox"/> 588	<input type="checkbox"/> 908	<input type="checkbox"/> 918	<input type="checkbox"/> 928	<input type="checkbox"/> 938	<input type="checkbox"/> 948	<input type="checkbox"/> 958

15. a. Does your firm ever promote employees **in this occupation** to higher level positions? If yes, what are the titles of the positions to which they may be promoted? ☐ Yes **514.1** ☐ No **514.2** _____ **510** _____ **511**

b. What skills are important for career advancement? _____ **515** _____ **516** _____ **517**

16. What computer software skills, if any, does your firm seek in applicants **for this occupation**? (Please check all that apply)
Specify software names: ☐ None **055**
☐ Word Processing **050** ☐ Spreadsheet **051** ☐ Database **052** ☐ Desktop Publishing **053** ☐ Other: _____ **054**

17. What other new skills are needed to perform the duties of this occupation? _____ **460** _____ **461**

18. When your firm hires employees **for this occupation**, which are the top **three** most successful recruitment methods?

<input type="checkbox"/> In-house promotions or transfers	370	<input type="checkbox"/> Newspaper ads	372	<input type="checkbox"/> Internet	383
<input type="checkbox"/> EDD	374	<input type="checkbox"/> Walk-in applicants	379	<input type="checkbox"/> Colleges/Universities	384
<input type="checkbox"/> School/program referrals	376	<input type="checkbox"/> Union hall referrals	378	<input type="checkbox"/> Employee referrals	371
<input type="checkbox"/> Private employment agencies	373	<input type="checkbox"/> Trade journals	381	<input type="checkbox"/> Other (Please specify):	380

19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify: ☐ Yes **393.1** ☐ No **393.2** _____ **393.3**

Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes **382.1** ☐ No **382.2**

THANK YOU FOR YOUR COOPERATION !



Orange County
Workforce Investment Board

